AGENDA
COUNCIL MEETING
June 18, 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. Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations
4. GOOD NEWS & RECOGNITION
   A. **Introduction to Town Intern**
   B. **Presentation of Spirit of America Award**
   C. **Proclamation in Recognition of the Lisbon Historical Society**
   D. **Dedication of new Flag Pole**
5. PUBLIC HEARINGS
   A. **Municipal Budget & Municipal CIP Budget Hearings**
   B. **Food Truck Permit for Jeff's Jamaican Cuisine**
   C. **Food Truck Permit for Sum'Battus BBQ**
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
   A. *Consent Agenda Items*
      1. Approve Food Truck Permits for Jeff's Jamaican Cuisine and Sum'Battus BBQ
      2. Set Public Hearing for July 16, 2024 for Itinerant Vendor Licenses for Southwestern Advantage and Renewal by Andersen of Greater Maine
      3. Set Public Hearing for July 16, 2024 for a Food Truck Permit for The Ugly Dumpling
      4. Approve Election Results
      5. Authorize the Town Manager to sign a Quit Claim Deed
      6. Approve Auction of Town-Owned Items
      7. Approve the Creation of a Special Reserve Account for Lisbon Historical Society Funds
      8. Set a Public Hearing for July 16, 2024 for Enactment of the General Assistance Ordinance and its Appendices
      9. Municipal Accounts Payable Warrants - $ 597,511.91

10. Municipal Payroll Warrants - $ 442,714.72
11. School Accounts Payable - $ 404,948.18
12. School Payroll Warrant - $ 1,020,076.03
13. Approve Catering Permit for Sliders Restaurant, LLC
14. Approve Liquor License Renewal for Flux Restaurant

8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   - A. **Approve Municipal Budget & Municipal CIP Budget for Fiscal Year 2025**
   - B. **Approve Finance Committee Request to Create Ad Hoc Committee**
   - C. **Approve Sludge Disposal Agreement**
   - D. **Approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit**
   - E. **Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District *Second Reading***
   - F. **Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals *First Reading***
   - G. **Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 *First Reading***
9. 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 Governing Board
     8. Water Commission
     9. Finance Committee
   - B. Town Manager's Report
     1. ATV Enforcement Grant
10. APPOINTMENTS
    - A. **Confirm Appointment of Pat Maloy to Public Works Director**
    - B. **Confirm Appointment of Liza Kimball to the Planning Board as an Associate Member**
11. COUNCIL COMMUNICATIONS

AGENDA
COUNCIL MEETING
June 18, 2024
LISBON TOWN OFFICE
7:00 PM MEETING

12. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
13. 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: Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations
Date: June 18, 2024

Summary

Recommendation
To enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations.

Attachments
None

	Agenda Date:		
Date	Brenda Martin		Municipal Accts Payable
5/22/2024	05212024	$	206,439.58
5/23/2024	05232024	$	9,989.79
5/31/2024	05302024	$	16,010.39
6/5/2024	06042024	$	345,686.58
6/10/2024	06102024	$	19,385.57
		$	***597,511.91***

Date	Lynna Izumi		Municipal Payroll Warrants
6/13/2024	MPW-6/13/2024	$	188,519.82
6/13/2024	LWD-6/13/2024	$	18,923.74
5/31/2024	MPW-5/30/2024	$	205,601.54
5/31/2024	LWD-05/30/2024	$	29,669.62
		$	***442,714.72***

Date	Louise Levesque		School Accts Payable
5/21/2024	2421	$	240,525.26
6/4/2024	2422	$	164,422.92
		$	***404,948.18***

Date	Eva Huston		School Payroll Warrants
5/24/2024	1152	$	401,147.06
5/24/2024	1153	$	11,863.02
5/24/2024	70	$	2,077.86
5/24/2024	1154	$	72,003.61
5/24/2024	1155	$	562.80
6/7/2024	1159	$	498,952.13
6/7/2024	75	$	3,115.69
6/7/2024	1160	$	11,648.02
5/29/2024	1157	$	122.19
5/29/2024	1156	$	16,484.47
5/29/2024	1158	$	592.08
6/7/2024	1161	$	360.89
6/7/2024	77	$	1,146.21
		$	***1,020,076.03***

Town of Lisbon
Results of Balloting
June 11, 2024
Lisbon School Budget Validation Referendum

Question 1: Adopt Lisbon School Budget	
YES	413
NO	282
Blanks	4
QUESTION 2: If you voted no, was it because	
Too Low	33
Too High	280
Blanks	386

Total Municipal Ballots Cast:	**699**
Total Registered Voters:	**7,280**

Warden:	Richard “Rick” Roberts
Deputy Warden:	Debora Hill
Deputy Registrar of Voters:	Gwen Michel
Election Clerks:	Mel Cloutier
	Peggy Ganong
	Dan Michel
	Cindy Roberts
	Martha Poliquin
	Bernadette Ray
	Bill Fuller
	Wil Willette
	Nina Hodgkins
	Steven Foster
	Linda Douglass
	Connie Larochelle
	Linda Berube
Deputy Clerk:	Alice Richards

Attest: 

Lisa M. Ward
Lisbon Town Clerk

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: Authorize the Town Manager to sign a Quit Claim Deed
Date: June 18, 2024

Summary

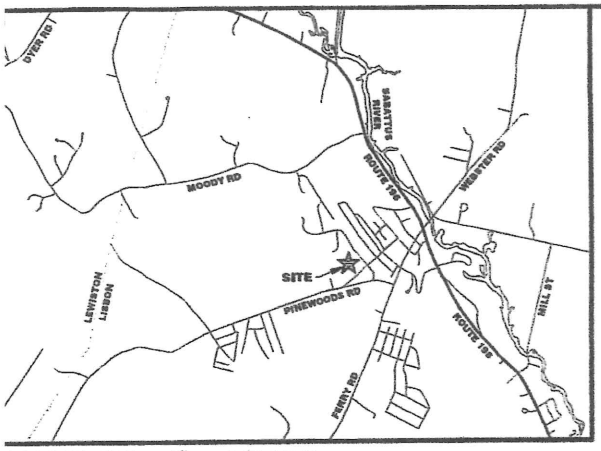
This action is to re establish a property line that had been mistakenly erased from town maps many years ago. Owner is attempting to sell this land and needs to have documentation of the town's agreement to the parcel's boundaries. The first page of the attachment is the surveyor's map referencing the book and page number where the previously established property line was located.

Recommendation

Authorize the Town Manager to sign a Quit Claim Deed for R. Sawyer property on Beech Street.

Attachments

1. R. Sawyer Quit Claim Info



OCATION MAP 1" = 1/2 MILE

OTES

. ALL BEARINGS ARE REFERENCED TO MAINE STATE GRID, WEST ZONE, NAD83 AND BASED ON GPS OBSERVATIONS NEAR THE SURVEYED PARCEL.

. TOWN OF LISBON: TAX MAP U-20, LOT 20.

. OWNER OF RECORD AT TIME OF SURVEY: RALPH J. SAWYER & LORRAINE SAWYER: BOOK 1549, PAGE 211.

. AREA SUMMARY:

BOUNDARY BASED ON BOOK 1549, PAGE 211	–	5.0 ACRES, MORE OR LESS.
UNCLEAR TITLE	–	3.6 ACRES, MORE OR LESS.
TOTAL AREA	–	8.6 ACRES, MORE OR LESS.

. ALL BOOK AND PAGES REFER TO THE ANDROSCOGGIN COUNTY REGISTRY OF DEEDS.

. NO APPARENT ENCROACHMENTS WERE OBSERVED AT TIME OF SURVEY.

. APPROXIMATE BOUNDARY LINE SHOWN BASED ON CURRENT AND HISTORIC DEED OF SURVEYED PARCEL, BEING APPROXIMATE 5± ACRES.

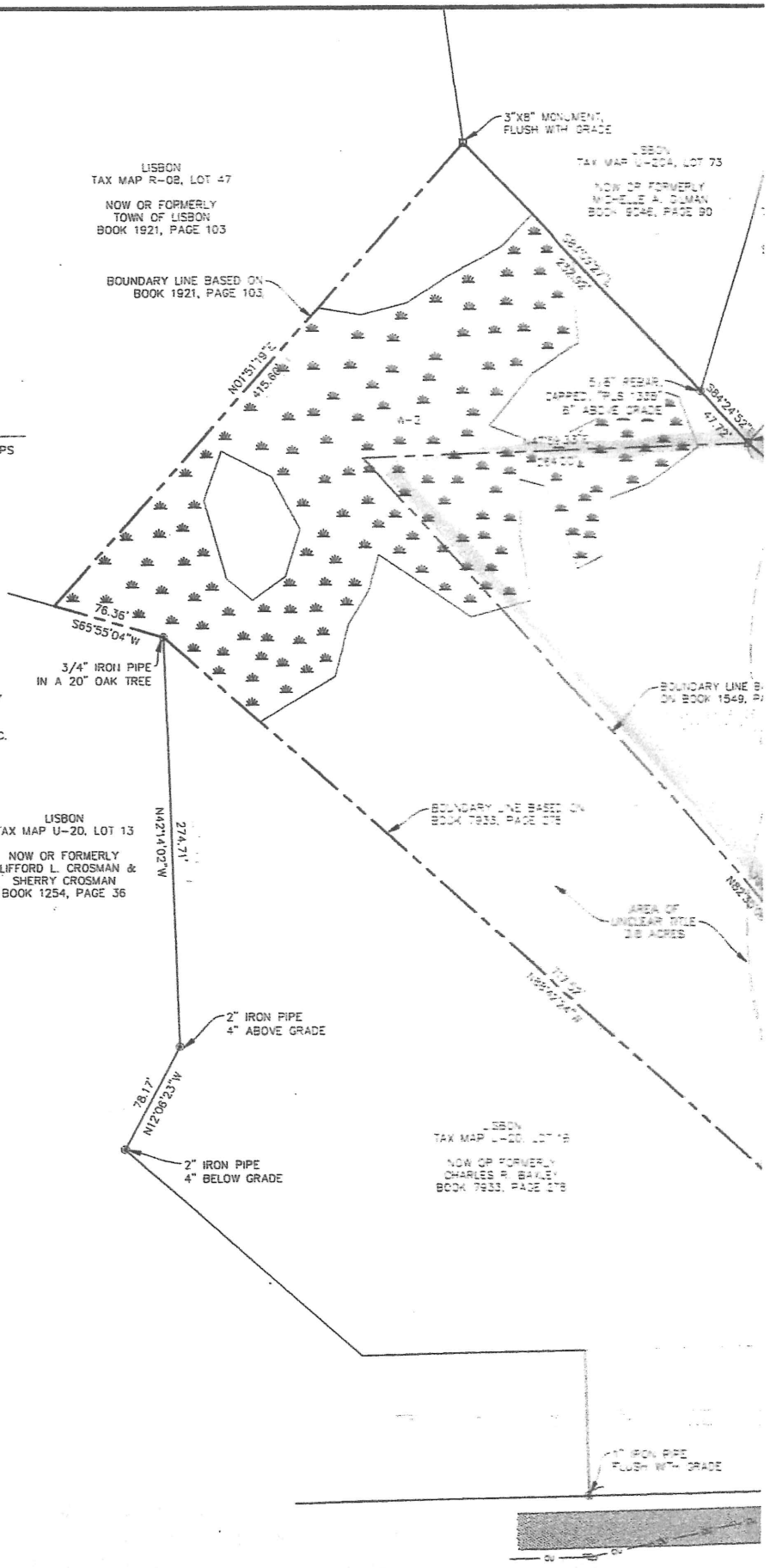
. APPROXIMATE BOUNDARY LINE SHOWN BASED ON ABUTTING LOT DEEDS, BEING APPROXIMATELY 8.6± ACRES.

. NATURAL RESOURCE DELINEATION COMPLETED BY MAIN-LAND DEVELOPMENT CONSULTANTS, INC. ON NOVEMBER 28, 2023.

LAN REFERENCES

. "PLAN OF LOTS WINTER PARK SUBDIVISION", DATED JANUARY 4, 1990, MADE FOR WINTER STREET CORP., SURVEYED BY SITELINES, INC. AND RECORDED IN PLAN BOOK 35, PAGE 95 ON MARCH 21, 1990.

. "PLAN OF LAND", DATED SEPTEMBER 25, 1873, SURVEYED BY JESSE DAVIS, SURVEYOR, AND RECORDED IN PLAN BOOK V1B1, PAGE 33B.



LEGEND

- EXISTING IRON PIPE, ROD, OR REBAR, AS NOTED
- MONUMENT, AS NOTED
- LOT NUMBER (SEE PLAN REFERENCE 1)
- LOT NUMBER (SEE PLAN REFERENCE 2)
- UTILITY POLE
- OVERHEAD UTILITY
- BOUNDARY LINE (SURVEYED)
- BOUNDARY LINE BASED ON DEED (APPROX.-SEE NOTE 7)
- BOUNDARY LINE BASED ON DEED (APPROX.-SEE NOTE 8)
- ABUTTING BOUNDARY LINES (APPROX.)
- DEED/PLAN LINES (APPROX.)
- DEED/PLAN DISTANCES (APPROX.)
- PAVEMENT

18RETTD 00

MAINE REAL ESTATE TRANSFER TAX DECLARATION

Form RETTD

Do not use red ink.

1. County: ANDROSCOGGIN

2. Municipality: LISBON

BOOK/PAGE - REGISTRY USE ONLY

3. GRANTEE/PURCHASER

3a. Last name, first name, MI; or business name: LISBON, TOWN OF

3b. Federal ID:

3c. Last name, first name, MI; or business name:

3d. Federal ID:

3e. Mailing address after purchasing this property: 300 LISBON STREET

3f. Municipality: LISBON

3g. State: ME

3h. ZIP Code: 04250

4. GRANTOR/SELLER

4a. Last name, first name, MI; or business name: SAWYER, RALPH J.

4b. Federal ID:

4c. Last name, first name, MI; or Business name: SAWYER, LORRAINE

4d. Federal ID:

4e. Mailing address: P O BOX 3486

4f. Municipality: AUBURN

4g. State: ME

4h. ZIP Code: 04212

5. PROPERTY

5a. Map: U20 Block: 000 Lot: 020 Sub-lot: 000

Check any that apply:
- ☐ No maps exist
- ☐ Multiple parcels
- ✔ Portion of parcel
- ☐ Not applicable

5b. Type of property - enter the code number that best describes the property being sold (see instructions).

5c. Physical location: 33 Winter Street

5d. Acreage (see instructions):

6. TRANSFER TAX

6a. Purchase price (If the transfer is a gift, enter "0") ..... 6a. $ 0 .00

6b. Fair market value (Enter a value only if you entered "0" or a nominal value on line 6a) ..... 6b. $ 500 .00

6c. Exemption claim - ✔ Check the box if either grantor or grantee is claiming exemption from transfer tax and enter explanation below.

Sec. 4641-C(1) - Deed to Town of Lisbon - no tax from Grantee

7. DATE OF TRANSFER (MM-DD-YYYY)

8. CLASSIFIED. WARNING TO BUYER - If the property is classified as farmland, open space, tree growth, or working waterfront, a substantial financial penalty may be triggered by development, subdivision, partition, or change in use. ☐ CLASSIFIED

9. SPECIAL CIRCUMSTANCES. Were there any special circumstances with the transfer that suggest the price paid was either more or less than its fair market value? If yes, check the box and enter explanation below. ✔

Establishing common boundary line

10. INCOME TAX WITHHELD. The buyer is not required to withhold Maine income tax because:
- ✔ Seller has qualified as a Maine resident
- ☐ A waiver has been received from the State Tax Assessor
- ✔ Consideration for the property is less than $100,000
- ☐ The transfer is a foreclosure sale

11. DECLARATION(S) UNDER THE PENALTIES OF PERJURY. I declare that I have examined this return/report/document and (if applicable) accompanying schedules and statements and to the best of my knowledge and belief they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

PREPARER. Name of preparer: Skelton, Taintor & Abbott/WKS

Phone number: (207) 784-3200

Mailing address: 500 Canal Street, Lewiston, Maine 04240

Email address: wskelton@sta-law.com

Fax number: 207-784-3345

Rev. 11/21

18RETTD 00

MAINE REAL ESTATE TRANSFER TAX DECLARATION

Form RETTD

Do not use red ink.

1. County: ANDROSCOGGIN

2. Municipality: LISBON

BOOK/PAGE - REGISTRY USE ONLY

3. GRANTEE/PURCHASER

3a. Last name, first name, MI; or business name: SAWYER, RALPH J.

3b. Federal ID:

3c. Last name, first name, MI; or business name: SAWYER, LORRAINE

3d. Federal ID:

3e. Mailing address after purchasing this property: P O BOX 3486

3f. Municipality: AUBURN

3g. State: ME

3h. ZIP Code: 04212

4. GRANTOR/SELLER

4a. Last name, first name, MI; or business name: LISBON, TOWN OF

4b. Federal ID:

4c. Last name, first name, MI; or Business name:

4d. Federal ID:

4e. Mailing address: 300 LISBON STREET

4f. Municipality: LISBON

4g. State: ME

4h. ZIP Code: 04250

5. PROPERTY

5a. Map: R-8 Block: 000 Lot: 047 Sub-lot: 000

Check any that apply:
- ☐ No maps exist
- ☐ Multiple parcels
- ☑ Portion of parcel
- ☐ Not applicable

5b. Type of property - enter the code number that best describes the property being sold (see instructions).

5c. Physical location: 37 COTTON ROAD

5d. Acreage (see instructions):

6. TRANSFER TAX

6a. Purchase price (If the transfer is a gift, enter "0") ..... 6a. $ 0.00

6b. Fair market value (Enter a value only if you entered "0" or a nominal value on line 6a) ..... 6b. $ 500.00

6c. Exemption claim - ☑ Check the box if either grantor or grantee is claiming exemption from transfer tax and enter explanation below.

Sec. 4641-C(1) - Deed from Town of Lisbon - no tax from Grantor

7. DATE OF TRANSFER (MM-DD-YYYY)

8. CLASSIFIED. WARNING TO BUYER - If the property is classified as farmland, open space, tree growth, or working waterfront, a substantial financial penalty may be triggered by development, subdivision, partition, or change in use. ☐ CLASSIFIED

9. SPECIAL CIRCUMSTANCES. Were there any special circumstances with the transfer that suggest the price paid was either more or less than its fair market value? If yes, check the box and enter explanation below. ☑

Establishing common boundary line

10. INCOME TAX WITHHELD. The buyer is not required to withhold Maine income tax because:
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PREPARER. Name of preparer: Skelton, Taintor & Abbott/WKS

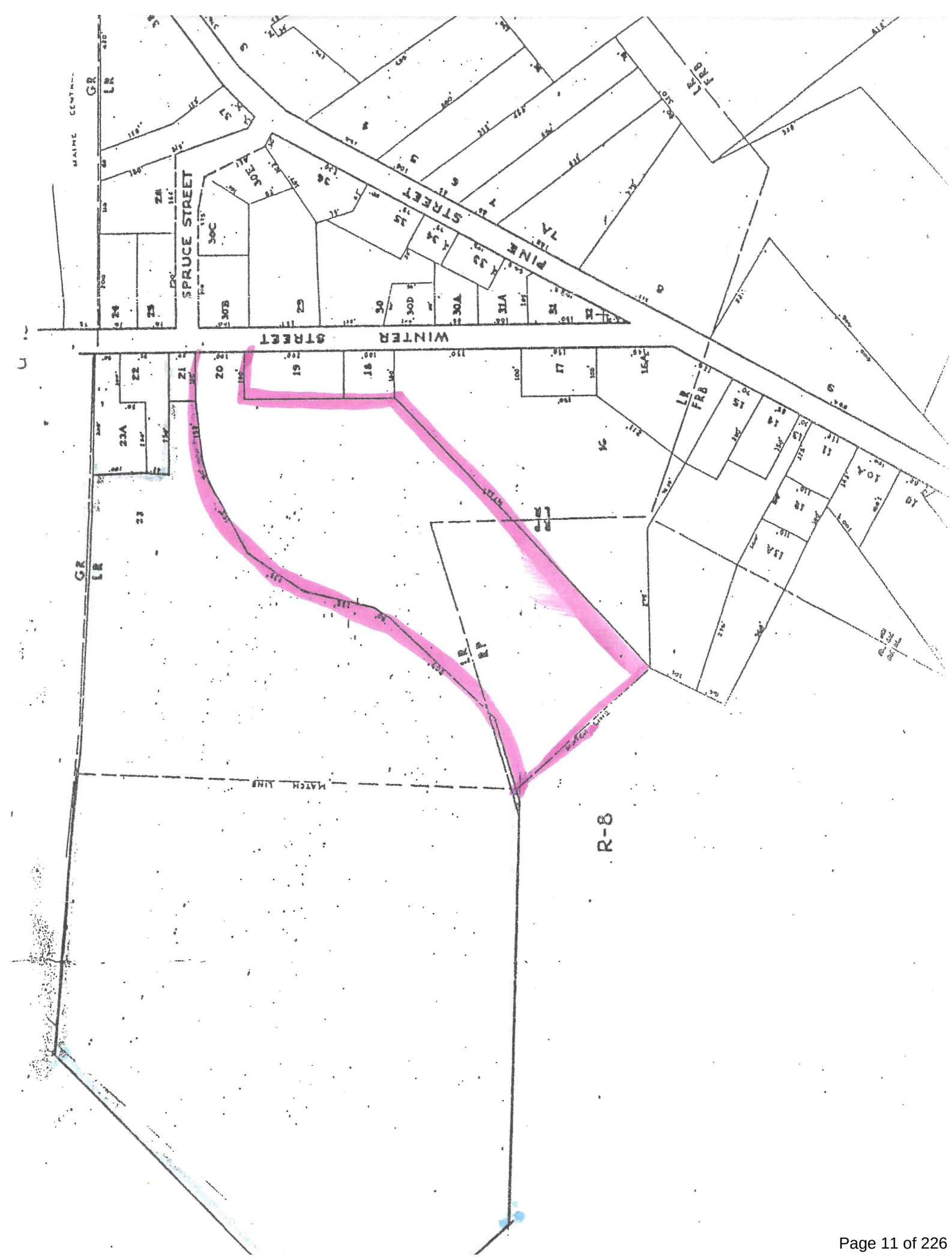
Phone number: (207) 784-3200

Mailing address: 500 Canal Street, Lewiston, Maine 04240

Email address: wskelton@sta-law.com

Fax number: 207-784-3345

Rev. 11/21


SPRUCE STREET
PINE STREET
WINTER STREET
GR
LR
R-8

MAINE SHORT FORM QUITCLAIM DEED

THE TOWN OF LISBON, a Maine municipal corporation of Lisbon, Androscoggin County, Maine, for consideration paid, hereby release to **RALPH J. SAWYER** and **LORRAINE SAWYER**, with a mailing address of P.O. Box 3486, Auburn, Maine 04212, as joint tenants, a certain lot or parcel of land situated in **Lisbon, Androscoggin** County, Maine, being more particularly described on the attached **Exhibit A**.

The premises are conveyed subject to any easements and restrictions of record and include all rights, easements, privileges and appurtenances pertaining thereto.

The purpose of this deed and a deed from Ralph J. Sawyer and Lorraine Sawyer to the Town of Lisbon of near or even date and to be recorded herewith is to establish the common boundary line between land of Ralph J. Sawyer and Lorraine Sawyer as described in a deed recorded in the Androscoggin County Registry of Deeds in Book 1549, Page 211 and the land of the Town of Lisbon as described in a deed recorded in said Registry in Book 1921, Page 103.

IN WITNESS whereof, this deed has been executed by Glen Michalowski in his capacity as the Town Manager, duly authorized, this ____ day of May, 2024.

TOWN OF LISBON

_____ By: _____

Witness Glen Michalowski, Town Manager

STATE OF MAINE
COUNTY OF ANDROSCOGGIN, SS.

Personally appeared before me this ___ day of May, 2024, the above-named Glen Michalowski, Town Manager of the Town of Lisbon, and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of the Town of Lisbon.

_____
Notary Public/Maine Attorney-at-Law

_____
Type or Print Name
My commission expires: _____

H:\DOCS\SKELTON\Sawyer Ralph\33 Winter\Deed - Lisbon to Sawyer.docx

EXHIBIT A

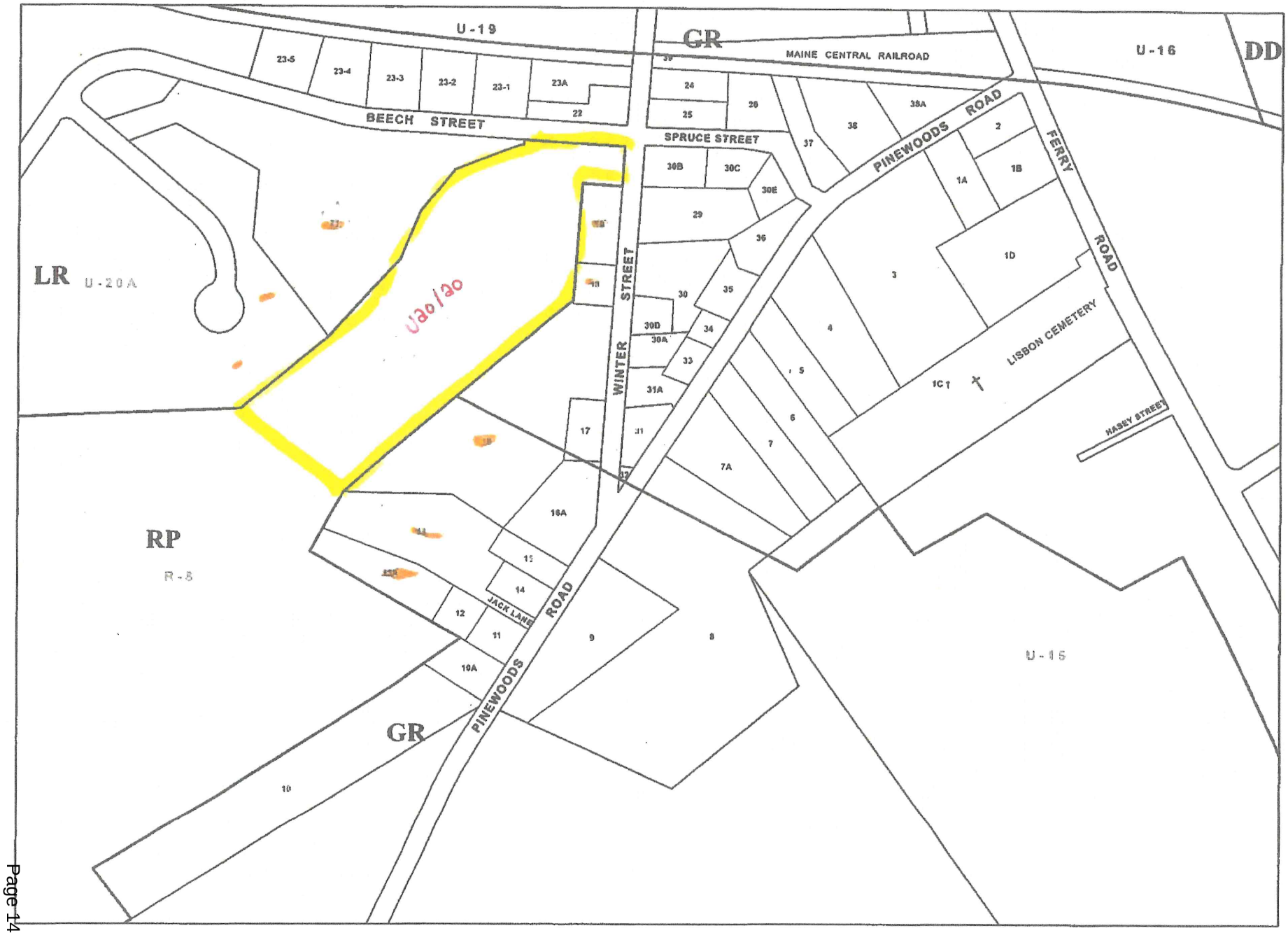
Any interest in land located in Lisbon, Androscoggin County, Maine, as lies easterly of the following described line:

Beginning at an iron pipe on the northerly sideline of Winter Street at southeasterly corner of land of Charles R. Baxley as described in a deed recorded in the Androscoggin County Registry of Deeds in Book 7933, Page 278, and the southwesterly corner of land now or formerly of Patricia B. Sites as described in a deed recorded in said Registry of Deeds in Book 8768, Page 18;

Thence in a northerly direction along the westerly line of land now or formerly of Patricia B. Sites a distance of one hundred feet (100') to an iron pipe;

Thence N 88° 42' 24" W a distance of seven hundred seventeen and fifty-two hundredths feet (717.52') to an iron pipe at the most northerly corner of land of said Charles R. Baxley;
Thence N 65° 55' 04" W a distance of seventy-six and thirty-sixth hundredths feet (76.36') to the POINT OF BEGINNING;

Thence N 01° 51' 19" E a distance of four hundred fifteen and sixty hundredths feet (415.60') to a 3" x 8" monument flush with grade located on the westerly line of land now or formerly of Michelle A. Gilman as described in a deed recorded in said Registry of Deeds in Book 9046, Page 90.



Town Of
LISBON
Maine

Map updated to.
April . 202

DISCLAIMER
For Assessment Purposes O
Not For Property Conveyan

LEGEND
Town Line
Adjacent Tow
Parcels
Streams
Flood Zones
Zoning
Easements
Adjacent Map
Water
Road ROW

Lisbon 2021 GIS Tax Ma
Revisions by

Cartwin GIS Solutions

U-20
TAX MAP

SCALE: 1" = 100 Fee

MAINE SHORT FORM QUITCLAIM DEED

We, **RALPH J. SAWYER and LORRAINE SAWYER**, of Leesburg, Florida, for consideration paid, hereby grant to the **TOWN OF LISBON**, a Maine municipality corporation with a mailing address of 300 Lisbon Street, Lisbon, Maine 04250, a certain lot or parcel of land situated in **Lisbon, Androscoggin** County, Maine, being more particularly described on the attached **Exhibit A**.

The premises are conveyed subject to any easements and restrictions of record and include all rights, easements, privileges and appurtenances pertaining thereto.

The purpose of this deed and a deed from the Town of Lisbon to Ralph J. Sawyer and Lorraine Sawyer of near or even date and to be recorded herewith is to establish the common boundary line between land of Ralph J. Sawyer and Lorraine Sawyer as described in a deed recorded in the Androscoggin County Registry of Deeds in Book 1549, Page 211 and the land of the Town of Lisbon as described in a deed recorded in said Registry in Book 1921, Page 103.

WITNESS our hands and seals this ___ day of May, 2024.

_____ _____
Witness Ralph J. Sawyer

_____ _____
Witness Lorraine Sawyer

STATE OF MAINE
COUNTY OF ANDROSCOGGIN, SS.

Personally appeared before me this ___ day of May, 2024, the above-named Ralph J. Sawyer and Lorraine Sawyer, and acknowledged the foregoing instrument to be their free act and deed.

_____
Notary Public/Maine Attorney-at-Law

_____
Type or Print Name
My commission expires: _____

H:\DOCS\SKELTON\Sawyer Ralph\33 Winter\Deed - Sawyer to Lisbon.docx

EXHIBIT A

Any interest in land located in Lisbon, Androscoggin County, Maine, as lies westerly of the following described line:

Beginning at an iron pipe on the northerly sideline of Winter Street at southeasterly corner of land of Charles R. Baxley as described in a deed recorded in the Androscoggin County Registry of Deeds in Book 7933, Page 278, and the southwesterly corner of land now or formerly of Patricia B. Sites as described in a deed recorded in said Registry of Deeds in Book 8768, Page 18;

Thence in a northerly direction along the westerly line of land now or formerly of Patricia B. Sites a distance of one hundred feet (100') to an iron pipe;

Thence N 88° 42' 24" W a distance of seven hundred seventeen and fifty-two hundredths feet (717.52') to an iron pipe at the most northerly corner of land of said Charles R. Baxley;
Thence N 65° 55' 04" W a distance of seventy-six and thirty-sixth hundredths feet (76.36') to the POINT OF BEGINNING;

Thence N 01° 51' 19" E a distance of four hundred fifteen and sixty hundredths feet (415.60') to a 3" x 8" monument flush with grade located on the westerly line of land now or formerly of Michelle A. Gilman as described in a deed recorded in said Registry of Deeds in Book 9046, Page 90.

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 Auction of Town-Owned Items
Date: June 18, 2024

Summary
The Town is seeking Council approval to auction outdated or unused items and/or equipment from applicable departments.

Recommendation
Recommend that the council authorize staff to auction town property in accordance with Chapter 92 - Policy for Disposition of Town-Owned Real Property. Please refer to the attached list of items to be auctioned.

Attachments
1. Auction Items 4.2.2024

AUCTION ITEMS - 2024

Quantity	Equipment Type	Make/Model
2	Chainsaw	Husqvarna Model 49
1	Hydraulic Cutter	Holmatro
1	Hydraulic Ram	Holmatro
2	Hydraulic Hoses for Tools	Holmatro
1	5000 Generator	Coleman Powermate
11	48" Light Bar - Red	Whelen Liberty
2	Waiting Room Chairs (Maroon)	
1	Office Chair (Swivel Broken)	
1	SUV	Ford Explorer

Year	Department	Serial / VIN
	FD	
	FD	
	FD	
	FD	
	FD	
	FD	
	Town	
	Town	
2013	SW	VIN 1FM5K8AR5DGA18420

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 Municipal Budget & Municipal CIP Budget for Fiscal Year 2025**
Date: June 18, 2024

Summary

To adopt the Municipal Budget & Municipal CIP Budget for Fiscal Year 2025 prepared by staff for Council approval.

Recommendation

Adopt the Municipal Budget & Municipal CIP Budget for Fiscal Year 2025 as presented.

Attachments

1. FY25 CIP
2. sewer budget fy25
3. COUNCIL ORDERS for Budget Adoption-FY 25 DRAFT
4. FY25 Budget Narrative
5. FY25 Budget Manager Numbers
6. capital fund fy25 magerial
7. Special Revenue budget

Town of Lisbon



Capital Improvement Plan FY25

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Fire Department 5 Year CIP.....9
Parks & Rec 5 Year CIP.....11
Police Department 5 Year CIP.....12
Public Works 5 Year CIP.....14
Sewer 5 Year CIP.....16
Solid Waste 5 Year CIP.....18
Town Buildings and Technology 5 Year CIP.....19

Bonds

Bonds 10 Year.....20

Town of Lisbon
Capital Improvement Plan Introduction

I. Introduction

The Capital Improvement Plan (CIP) is a document that focuses on the implementation of community goals through detailed recommendations on capital spending and needs for the current and forecasted future fiscal years. Per the Town Charter, the CIP that is submitted to the Council is to be broken down on a departmental level. Capital Improvement is being defined by the Charter as, "any construction project exceeding $25,000 and any equipment purchase to be bonded or to be budgeted in more than one fiscal year."

Per the Town Charter, this plan should further be presented in a five-year plan format, focusing on public improvement projects that may include vehicles, machinery, equipment, or overall building improvements. This plan includes existing assets as well as the proposition for new assets that would help support the future growth of the Town.

II. About the Plan

The CIP for FY25 shows the five fiscal years FY25 through FY29, which are separated on a department level. The CIP demonstrates specific projects, amounts of those projects as well as sources of funding for those projects. This document is a living and fluid document that considers community needs as well as a framework for making the best use of financial resources.

In addition to the five year forecast, the CIP document also includes the estimated annual cost of operating and maintaining vehicles and equipment and the current mileage of those vehicles. By understanding the maintenance costs, it allows us to identify which assets are to be maintained and which ones are to be earmarked for replacement.

To support the amounts of the projects and the sources of funding, it is imperative that the Town also include the Debt Structure (Bonds and Leases) to assist in making the best decision for the use of the financial resources. Within this plan, a detailed list of the current debt obligations is included.

The CIP is reviewed and updated on an annual basis. Each Department Head is asked to submit their CIP requests to the Town Manger and the Finance Director before the end of the calendar year. Each department's CIP is then reviewed and evaluated based on needs, financial capacity and the overall impact it may or may not have on the Town's operating budget. Once the projects are evaluated, the Town Manager recommends the CIP to the Planning Board for review. After the Planning Board reviews the CIP, it is then presented to the Town Council for review and adoption.

The FY25 column of the CIP is our FY25 Capital Budget. Within each department's plan structure, it will identify how each project will be funded.

Town of Lisbon
Charter Excerpt – Capital Program

Sec. 6.08. – Capital Program.

(a) *Submission to Council*. The Town Manager, School Committee and Board of Water Commissioners shall prepare and annually submit to the Council and Planning Board a five year capital program on or before the first day of May.

(b) *Contents*. The capital program shall include:
   1. A general summary of its contents;
   2. A list of the capital improvements proposed to be undertaken during the next five years together with documentation of need. "Capital improvement" shall mean any construction project exceeding $25,000, and any equipment purchase to be bonded or to be budgeted in more than one fiscal year.
   3. Cost estimates, methods of financing, and recommended time schedules for each improvement; and
   4. The estimated annual cost of operating and maintaining any new facilities.

(c) *Planning Board Review*. The Planning Board shall review the proposed capital program each year to determine, where appropriate, that the capital expenditure is consistent with the provisions of the Town Comprehensive Plan and forward its recommendations to the Town Council no later than the first day of June.

(d) *Council Action on Capital Program*.
   1. *Notice and Hearing*. The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating:
      I. The times and places where copies of the capital program will be available to the public; and
      II. The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program.
   2. *Adoption*. The Council by resolution shall annually adopt the capital program with or without amendment after the public hearing and on or before the first day of July.

(C.O. of 9-16-2008, § 2008-152H, Ref. of 11-4-2008; Ref. of 11-3-2015; Amendment of 11-8-2016)

Town of Lisbon
Capital Improvement Plan Program Policy

Capital Improvement Program Policy
The purpose of this policy paper is to develop an understanding of the importance of capital improvement programming and to provide the Town with a framework for making the best use of financial resources.

What is Capital Improvement Programming?
It is a multi-year scheduling of public physical improvements, based on studies of available fiscal resources and the need for specific improvements to be constructed in the future. Although a long term program does not commit the Town to a particular expenditure in a particular year, it provides an identifiable framework for informed decision-making.

How is the Capital Improvement Program Developed?
The CIP is updated annually (beginning in December) as part of the Town's regular budget process. After departments submit their CIP requests to the Town Manager in late December, they review and evaluate the proposed projects based on the Manager's and the Town Council's service desires, other Town infrastructure needs, the financial capacity of the Town, and the impact the projects will create on the Town's operating budget.

Once the projects are evaluated, the Manager recommends to the Planning Board and the Town Council the selection and timing of capital projects into future fiscal years. First-year projects are incorporated into the Town Manager's recommended annual operating budget. The Planning Board and Town Council are also presented the future, unappropriated, programming years for their consideration, review, and endorsement so staff can proceed with planning and evaluation of potential capital projects.

What is the importance of Capital Improvement Programming?
The Capital Improvement Program, is a framework for accomplishing needed improvements on a scheduled basis, projected out over a five year spread; it is one of the most important documents considered by the Town Council. It is important because it has a major impact on the allocation of fiscal resources, and it contributes to setting Town expenditures for many years to come. When the Program is adopted and fully utilized, it ensures that needed facilities are provided within the Town's financial capability. The Program's purposes are to:

1. Provide a complete picture of the Town's major development needs;
2. Establish fiscal priorities for and between various projects;
3. Schedule major projects so as to reduce fluctuations in the tax rate;
4. Balance the use of funding sources in the most beneficial manner;
5. Discourage piecemeal improvements and duplication of expenditures;
6. Coordinate the activities of various Town departments;
7. Assist in implementing recommendations of the Town's Comprehensive Program;
8. Inform the taxpayers of anticipated future improvements; and,
9. Arrange opportunities for the public to offer comments on the Program.

Format of the Capital Improvement Plan
The Capital Improvement Plan is provided for the Town, Water and School. The School Department and the Water Department both provide their Capital Improvement Plans to the Town Council based on needs and discussions held within the School Committee and the Water Board of Directors. The Town Manager and the Finance Director develop the Town's Capital Improvement Plan by showing the details on a departmental level and overall on a summary level for five years.

What is a Capital Improvement?
A common definition of a capital improvement includes new or expanded physical facilities that are relatively large, expensive and permanent. It is a major fiscal expenditure which is made infrequently or which is not-recurring and includes one or more of the following:

1. Acquisition of land;
2. Construction or expansion of a public facility, street, or utility;
3. Non-recurring rehabilitation or construction of an asset provided the cost is more than $25,000 and extends the useful life of the asset;
4. Design or Programming related to an individual project; or,
5. Any item or piece of equipment that will be bonded or budgeted in more than one fiscal year.

These may be one time purchases or recurring based on the established useful life of the asset once it is placed into service. For example a vehicle is given a useful life of 5 years and on that fifth fiscal year within the CIP, that asset will be evaluated for replacement.

Methods of Financing
Capital Improvement Program projects are funded from a variety of sources. These include: General Fund; Reserve Accounts; Bonds or Leases; and Federal/State Grants.

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities. If the Town has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

Reserve Accounts: Alternatively, allocations are made from the General Fund to Reserve Accounts. These accounts allow for the Town to save up for a capital item over a period of time, avoiding the peak tax loading described above. Please see the Town's Special Revenue and Reserve Budget for more information.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project's cost at a time. However, they do commit the Town's resources over a long period of time and decrease the flexibility of how yearly revenues can be utilized. The Town's bonding capacity is a limited resource. All projects, which are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the Maine Department of Health and Human Services, U.S. Housing and Urban Development, Maine Department of Environmental Services, and the Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the Town and a project's relative priority in terms of implementation. The Capital Improvement Program seeks to maximize the potential benefits from all revenue sources.

The table below shows the funding sources for the five year CIP. These funding categories are provided along with the breakdown for each department in this report.

Row Labels	Sum of 2025 Manager Budget	Sum of 2026 Manager Budget	Sum of 2027 Manager Budget	Sum of 2028 Manager Budget	Sum of 2029 Manager Budget
Debt	-654870	-1002013	-14605000	-2287173	-500000
Grants	-2300000	0	0	0	0
Reserve	-812000	-240000	-230000	-198000	-640000
Taxes	-1084890	-649788	-733098	-588448	-1060247
Grand Total	**-$4,851,760.00**	**-$1,891,801.00**	**-$15,568,098.00**	**-$3,073,621.00**	**-$2,200,247.00**

Town
Departmental Level
Capital Improvement Plan

Town of Lisbon Summary – 5 Year CIP

Row Labels	Sum of 2025 Manager Budget	Sum of 2026 Manager Budget	Sum of 2027 Manager Budget	Sum of 2028 Manager Budget	Sum of 2029 Manager Budget
⊞ACO	78900	0	0	0	0
⊞Fire	654870	1027101	28098	2040621	597247
⊞Parks/Rec	124000	50000	120000	0	8000
⊞Police	67000	90000	90000	90000	90000
⊞Public Works	1784000	475000	630000	835000	975000
⊞Sewer	1970000	150000	140000	108000	500000
⊞Solid Waste	99000	0	0	0	0
⊞Town	73990	99700	14500000	0	30000
Grand Total	$4,851,760.00	$1,891,801.00	$15,508,098.00	$3,073,621.00	$2,200,247.00

Animal Control – 5 Year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
ACO		Capital - ACO Vehicle	$51,500.00	$0.00	$0.00	$0.00	$0.00
ACO		Capital - ACO Vehicle Equipmnt	$27,400.00	$0.00	$0.00	$0.00	$0.00
ACO	Reserve	Special Reserve - ACO	($20,000.00)	$0.00	$0.00	$0.00	$0.00
ACO	Taxes	Transfer from General Fund	($58,900.00)	$0.00	$0.00	$0.00	$0.00

Animal Control Footnotes FY25

- The current ACO pick-up truck is a 2015 and is slated to be replaced within the 5 year Capital Improvement Plan, in FY25. It is recommended to trade in the 2015 truck and to purchase another Ford pick-up truck. The pick-up truck is much more convenient to transport animals within. FY25 ACO Vehicle equipment is very old to include the Computer, console, mounts and emergency lights. Recommend when vehicle is replaced, the equipment be replaced as well.

Fire Department – 5 Year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Fire		Capital - Fire - Vehicles	$654,870.00	$1,002,013.00	$0.00	$1,927,173.00	$250,000.00
Fire	Taxes	Transfer from General Fund	$0.00	($25,088.00)	($28,098.00)	($113,448.00)	($47,247.00)
Fire	Reserve	Vehicle Reserve	$0.00	$0.00	$0.00	$0.00	($250,000.00)
Fire	Reserve	Equipment Reserve	$0.00	$0.00	$0.00	$0.00	($300,000.00)
Fire		Capital - Fire Equipment	$0.00	$25,088.00	$28,098.00	$113,448.00	$347,247.00
Fire	Debt	Other Bonds Issued	($654,870.00)	($1,002,013.00)	$0.00	($1,927,173.00)	$0.00

Fire Department Footnotes FY25

- Vehicle Replacement Plan – The original vehicle replacement plan was written in 2002 and it called for a 25 (engines) to 30 (ladder) year life cycle on fire apparatus. With the increase in call volume and the added technology, trucks are not lasting that long. Some components are becoming obsolete after 15 years. National Fire Protection Association (NFPA) 1901, which is the standard as adopted by the State of Maine, recommends trucks to be replaced or put into reserve status after 15 years. The presented CIP shows replacing the vehicles sooner than the original replacement plan cited above. The adjusted plan is to replace the engines in a 20 year cycle and the ladder into a 25 year cycle.

  *** New vehicles were ordered in November of 2022.

  - Engine 2 replacement has a 30 month lead time
  - Rescue 10/Engine 1 replacement has a 41 lead time; Rescue 10 and Engine 1 will be retired and a one new truck will be the new rescue/pumper.
  - Medical Response Unit This was ordered November of 2022 and the lead time is estimated at 28 months. Arrived in FY24, ahead of schedule.

- Turnout Gear - This will be the regular purchase of structural turnout gear and will rotate the older worn-out garments. Turnout gear is reflected in the CIP above because collectively, it is over the dollar threshold. Turnout gear funding source is cited as Operating Budget and is therefore part of the Personal Protective Equipment Expense account.

- Portable Radios – Portable Radios were quoted under $10,000 and therefore were not added to the CIP above but will be incorporated into the Operating budget. The quote for this equipment is as follows: FY24 $6,500; FY25 $7,150; FY26 $7,865; FY27 $8,652; and FY28 $9,517.

- Vehicle Radios – Vehicle Radios were quoted under $10,000 and therefore were not added to the CIP above but will be incorporated into the Operating Budget. The quote for this equipment is as follows: FY24 $6,418; FY25 $4,420; and FY26 $1,900.

- SCBAs – The self-contained breathing apparatus (SCBA) were purchased in 2013. The air packs also include electronics. NFPA no longer considers an air-pack complaint after 4 revisions; in 2028, our air-packs will no longer be compliant. Current cost is $8,800 per air-pack (includes pack, mask and 2 bottles); spreading the replacement of these units out over a few budget years may not be possible based on the designs at the time of purchase.
- Truck 6 Vehicle – This vehicle is scheduled to be replaced in the calendar year of 2029 with a current estimated cost of $1.9 mil
- Squad 3 Vehicle – This vehicle will be replaced in FY29 with an estimated cost of $250,000.

Parks and Recreation Department – 5 year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Parks/Rec		Capital - Parks/Rec Land Impro	$50,000.00	$0.00	$0.00	$0.00	$0.00
Parks/Rec		Capital - Parks/Rec Vehicles	$50,000.00	$50,000.00	$85,000.00	$0.00	$0.00
Parks/Rec		Capital - Parks/Rec Buildings	$24,000.00	$0.00	$0.00	$0.00	$0.00
Parks/Rec		Capital - Parks/Rec Equipment	$0.00	$0.00	$35,000.00	$0.00	$8,000.00
Parks/Rec	Reserve	Beaver Park Reserve	($20,000.00)	$0.00	$0.00	$0.00	$0.00
Parks/Rec	Taxes	Transfer from General Fund	($104,000.00)	($50,000.00)	($180,000.00)	$0.00	($8,000.00)

Parks and Recreation Department Footnotes FY25

The Parks and Recreation Department offers recreational programs and facilities to town residents, providing leisure opportunities in a safe and healthy environment. These programs are available at the MTM Center, Beaver Park, and along various trails in the Town of Lisbon.

The following footnotes support the capital improvement plan as presented above.

- Beaver Park Playground: The FY25 budget includes $50,000 to replace the existing playground, which is currently constructed of wood and cement pillars/pipes. The new playground plan aims to be handicapped accessible and cater to the needs of children in grades K-5.

- Summer Street Parking: This item has been deferred from FY24 to FY25

- Beaver Park Cabin Roof Replacement: The roof replacement was placed in the FY25 Capital plan ten years ago as it would be reaching the end of its life expectancy at this time. This is especially needed after the rain and wind storms that have occurred since October of 2023. It is ultimately less costly to replace before greater damage occurs that would require replacing underlayment or repairing water damage. $10,000

- Beaver Park Lodge Bathroom installation: To install running water lines, holding tank, bathroom fixtures, and lights. Currently the staff is limited to outhouses and no running water. $24,000 total

- ¾ Ton Extended Cab pick up truck: This truck will replace the 2011 GMC ¾ ton truck. The current truck is complete with a plow set up and dump body that will be transferred to the new truck. The 2011 truck is scheduled to be replaced this year in the 5 year CIP.

Police Department – 5 Year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Police		Capital - Police Vehicles	$67,000.00	$90,000.00	$90,000.00	$90,000.00	$90,000.00
Police		Capital - Police Equipment	$0.00	$0.00	$0.00	$0.00	$0.00
Police	Reserve	Police Vehicle Reserve	($67,000.00)	($90,000.00)	($90,000.00)	($90,000.00)	($90,000.00)

Police Department Footnotes FY25

The majority of funding to operate a law enforcement agency is invested in personnel. The Lisbon Police Department strives for the highest quality, while following the core values of integrity, respect and compassion. With that being said, the below descriptions tie into the above five year Capital Improvement Plan.

- The above 5 year CIP highlights the current continuous cruiser replacement plan that is updated annually and runs on a ten year basis. The maintenance costs and mileage information, following this footnote, further supports the ten year cruiser replacement plan. FY25 is a one cruiser replacement year.

- The firearms that Officers carry on a daily basis are generally replaced every 10 years due to wear. This agency's weapons were replaced in FY23 and won't need to be replaced again until FY33.

- Watchguard server replaced in 2023, Watchguard was bought out by Motorola and the new cameras won't operate on windows system and moved to a "Linux" based system.

- One cruiser camera to be replaced in FY2025, and we are adding 8 Body Cameras, so every officer on the department is issued a camera. This proved inadequate not having body cameras for everyone on the department, when we have events, parades and call outs, we need to ensure all Officers have a camera.

- PD IMC SERVER being replaced in FY25, All County wide agencies will now have regional police software for all communities, which is funded through the County. Androscoggin County purchased IMC PRO through ARPA funds for all towns in the County to Include our independent COM Center setup as well. We will now be linked to County and be able to see all agencies Record Management in the County moving forward.

Police Department Mileage

	Estimated Mileage 6/30/2025	Estimated Mileage 6/30/2026	Estimated Mileage 6/30/2027	Estimated Mileage 6/30/2028	Estimated Mileage 6/30/2029	Estimated Mileage 6/30/2030	Estimated Mileage 6/30/2031	Estimated Mileage 6/30/2032	Estimated Mileage 6/30/2033	Estimated Mileage 6/30/2034
Replacing one vehicle annually and two vehicles semi annually										
PD 1 2022 FORD EXPLORER	66,000	88,000	22,000	44,000	66,000	88,000	22,000	44,000	66,000	44,000
PD 2 2020 FORD EXPLORER	82,000	22,000	44,000	66,000	22,000	44,000	66,000	88,000	22,000	77,000
PD 3 2022 FORD EXPLORER	44,000	66,000	88,000	22,000	44,000	66,000	88,000	22,000	44,000	22,000
PD 4 2021 FORD EXPLORER	88,000	110,000	22,000	44,000	66,000	88,000	22,000	44,000	66,000	66,000
PD 5 2020 FORD EXPLORER	22,000	44,000	66,000	88,000	22,000	44,000	66,000	88,000	22,000	77,000
PD 6 2018 FORD EXPLORER	94,000	88,000	94,000	102,000	110,000	103,000	110,000	94,000	103,000	100,000
PD 7 2017 FORD EXPLORER	85,000	12,000	24,000	36,000	48,000	60,000	72,000	84,000	96,000	85,000
PD 8 2018 FORD EXPLORER	85,000	94,000	103,000	110,000	85,000	94,000	103,000	108,000	110,000	90,000
PD 9 2022 FORD EXPLORER	51,000	68,000	85,000	102,000	119,000	17,000	34,000	51,000	68,000	34,000
PD 10 undercover unit	8,000	16,000	24,000	32,000	40,000	48,000	56,000	64,000	72,000	80,000
PD K9 2023 FORD EXPLORER	16,000	24,000	32,000	40,000	48,000	56,000	64,000	72,000	80,000	92,000

FY 2025, Unit#6 (2018 unmarked) will be traded in, and Unit #2 will become a new unit and the old Unit #2 will become unmarked Unit #6. The remaining costs, are carried over for upfitting of these cruisers and next years cruisers.

Public Works Department – 5 Year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Public Works		Capital - PW Infrastructure	$1,510,000.00	$475,000.00	$475,000.00	$475,000.00	$975,000.00
Public Works		Capital - PW Vehicles	$224,000.00	$0.00	$155,000.00	$210,000.00	$0.00
Public Works		Capital - PW Equipment	$40,000.00	$0.00	$0.00	$150,000.00	$0.00
Public Works	Debt	Other Bonds Issued	$0.00	$0.00	($105,000.00)	($360,000.00)	$0.00
Public Works	Reserve	Special Reserves	($35,000.00)				
Public Works	Taxes	Transfer from General Fund	($739,000.00)	($475,000.00)	($525,000.00)	($475,000.00)	($975,000.00)
Public Works	Grants	Federal capital grants	($1,000,000.00)	$0.00	$0.00	$0.00	$0.00

Public Works Department Footnotes FY25

The Lisbon Public Works Department has different responsibilities with the changing of the seasons. However, with each of the seasons, the vehicles, machinery and equipment that are used by the Public Works Department helps to maintain the needs and safety of the roads in our Town. Additionally, the Mechanics at the Public Works Garage are responsible for servicing Town owned vehicles and machinery.

The tickmarks below further explain some of the items on the Public Works 5 and 10 year CIP from above:

1 – The 2020 Chevy Silverado is the Public Works Director's truck. It was purchased at the tail end of FY20 and placed into service once it was received the first few weeks of FY21. The replacement date is set for 2031, which is a 10 year useful life.
2 – The 2021 Dodge Dually is a 1-ton truck with Rack & Dump Body. It was purchased during FY21 for $48,298 and placed into service March 2021. This truck is being given a 15 year useful life and is slated for replacement in FY36.
3 – The Spectec Trailer (packing) was purchased in FY20; giving it a 15 year useful life, it will be placed on the CIP for replacement for FY35.
4 – Equipment Lifts were purchased in 2019. This consists of (4) lifts that work individually and collectively to lift up vehicles in the Mechanic Bay. Given a 10 year useful life, it will be projected for replacement in FY29.
5 – The Town of Lisbon is responsible for the Street Light controls; the Street Lights themselves and the bulbs fall under MDOT. The Street Light controls only have a 3 year warranty, and are being given a 5 year useful life within our CIP. This is typically funded through DOT funds. The sum is $102,000 annually.
6 – The Decorative Street lighting – the Town owns the poles and the bases only.
* - Plows and head gear with accessories for dump trucks are on an as needed basis. These are steel equipment and have a relatively long useful life; but if a plow truck gets into an accident, it would be an unforeseen emergency item that would need to be replaced. Total replacement of this equipment could be up to $95,000.
7 – Replace 2015 Peterbuilt dump truck New international cab and chassis $112,400. Upfit the cab and chassis with new stainless steel dump body, new sander spreader, calcium tank and pump system, plow gear main and wing. Total for plow gear and dump body $127,395. International 4400 – the total cost for replacing this truck with new dump body plow and sanding gear is $270,717.00 there will be a shortfall of $20,717.00 the delivery of the truck is not expected until July 16, 2024. The upfit will be in October 2024. We should fund the shortfall through the FY25 Budget.

** - Dump bodies for trucks are listed for a replacement on an as needed basis and can be up to $18,000.
NOTE: Paint and body work on trucks will cost $6,000 each year and will be included in the annual operating budget.
The below footnotes tie into the five and ten year capital improvement plans above.
Public Works:

- International 4400 – The International is a 2008 truck that is at the end of its useful life; there has been approximately $12,000 worth of maintenance put into this truck in FY23 to keep it on the road for this winter season. The quoted price of the new plow truck is $155,000; an additional $95,000 is needed to outfit the truck with a plow, head gear and accessories. The total cost of this purchase is to be funded through the operating budget.
- Paving – This year we would like to concentrate on High Street and Maple Street with total reconstruction of both streets. This would include reclaiming existing pavement regrading and compacting. After base pavement, the curbing will be added and new sidewalks prepper for paving and paved. After that, the final surface will be paved. Total for this project will be approximately $510,000.
- Street Light Controls – See note 5 related to the Street Light Controls. Two street light controls are slated for FY25 in the approximate cost of $20,000 each; the funding source for these items will come from the TIF.
- Fuel Pumps – The $300,000 in the FY29 column is based on a quote obtained in FY21, to which similar items and pricing are estimated to be in the RFP process in FY29. The fuel pumps that are underneath the ground at the Public Works Garage location would need to be removed and replaced; this includes an underground diesel tank and gasoline pumps. In addition, soil testing will need to be performed, all the while working within the requirements of the Maine DEP and Fire Marshall's Office.
- Diesel tank replacement:
    - Provide proper cleaning and removal of existing 10,000 gallon underground diesel tank and associated piping.
    - Provide State DEP permitting and environmental site assessment.
    - Supply and install (1) new 10,000 gallon underground storage tank with all required accessories to meet current code.
    - Supply and install fiberglass vent and product lines to location of existing pump.
    - Replace old ump with new Gasboy single product suction pump, tie into fuel management system in above gasoline proposal.
    - Provide all excavation, backfill and compaction
    - Provide concrete tank top pad.
    - Asphalt paving by others.
    - Cost: $148,000 *does not include contaminated soil/water, ledge or asphalt paving.

Sewer – 5 Year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Sewer		Capital - WWTP Equipment	$1,950,000.00	$150,000.00	$100,000.00	$78,000.00	$0.00
Sewer		Capital - WWTP Vehicles	$20,000.00	$0.00	$40,000.00	$30,000.00	$500,000.00
Sewer	Debt	Other Bonds Issued	$0.00	$0.00	$0.00	$0.00	($500,000.00)
Sewer	Reserve	Transfer from Sewer Fund	($670,000.00)	($150,000.00)	($140,000.00)	($108,000.00)	$0.00
Sewer	Grants	USDA-RD Loan/Grant Proceeds	($1,300,000.00)	$0.00	$0.00	$0.00	$0.00

Sewer Department Footnotes FY25

The Sewer Department is responsible for the operation and maintenance of the wastewater treatment plant. The Mission Statement of the Sewer Department is to protect natural resources through the effective and efficient collection and treatment of the waste water discharged by the residential, industrial and commercial members of the Town, connected to the sewer system.

The below footnotes tie into the five capital improvement plan as presented above:

- GEA Centrifuge Major Replacement – This is the equipment used for sludge dewatering. Out of all of the equipment that the Treatment Plant has, this is the most vital piece of equipment to the operation of the plant. Without this, or a similar piece of equipment, the Treatment Plant cannot properly operate. The current centrifuge is approaching 20 years old and has over 20,000 hours on it. This is currently in the engineering stage and has been approved to go out to bid. The plan is to begin the installation process later this year (2023).

- GEA Centrifuge Major Service – This work is dependent on the Centrifuge replacement; once it is replaced, work can be scheduled. Originally budgeted to be completed in FY24, this work cannot be scheduled until the screw press is installed and fully operational.

- Freightliner FL80 Boom/Bucket Truck - This truck was purchased used at State Auction in 2012. It was due to be replaced in FY22 but none were available at Maine Surplus Property. It was added back into the CIP for FY24 at an estimated cost of $20,000, whereas we are looking to purchase another used vehicle. We would like the funds for this vehicle to remain in the budget annually until a suitable replacement is sourced.

- Replace the D&B Pump Station – This station was last fully upgraded in 1988. In 2010 and 2011 both pumps were replaced, a potion of the controls were upgraded. The generator automatic transfer switch was replaced in 2012. Expected to replace the pumps and controls in FY26.

- National Guard Building Roof: Expected to have $8,000 worth of work done to replace the shingled roof (installed in 2008) done in FY28.

Treatment Plant Vehicle and Equipment Mileage and Maintenance Costs: below please find the estimated yearly maintenance costs for the Treatment Plant.

Treatment Plant Future Improvements: These improvements go beyond the 10 year forecasted CIP presented above, but are to provide a roadmap for what is to come, as these improvements are of significant replacement both in value and in time.

2032	Replace Aeration Blowers
2032	Farwell Street Pump Station
2033	Replace 2018 Ford F250 with V-plow
2034	Replace Pinewoods Rd. pump station
2034	Replace Summer Street pump station
2035	Replace Winter park pump station
2036	Replace Madelyn Street pump station
2037	Replace P.S. RACO Alarm Dialers
2037	Replace Utility body truck and V-Plow
2038	Replace dewatering equipment
2039	Replace Maintenace garage roof
2040	Replace Upland Rd. pump station
2040	Replace WWTP generator
2042	Replace Wemco Torque-Flow Pumps

Solid Waste (Transfer Station) – 5 year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Solid Waste		Capital - Solid Waste Equipmen	$99,000.00	$0.00	$0.00	$0.00	$0.00
Solid Waste	Taxes	Transfer from General Fund	($99,000.00)	$0.00	$0.00	$0.00	$0.00

Solid Waste Department Footnotes FY25

The Solid Waste Department provides solid waste and recycling handling services to the residents of the Town.

Solid Waste:

- **Dump Trailer:** This is to be purchased in FY25 to be a triple axel aluminum dump trailer. This will be used to haul gravel, salt and OBW.

Town – 5 Year CIP

Department	Revenue Type	Account Description	2025 Manager Budge	2026 Manager Budge	2027 Manager Budge	2028 Manager Budge	2029 Manager Budge
Town		Capital - Technology	$46,000.00	$0.00	$0.00	$0.00	$0.00
Town		Capital - Town Buildings	$27,990.00	$99,700.00	$14,500,000.00	$0.00	$30,000.00
Town	Debt	Other Bonds Issued	$0.00	$0.00	($14,500,000.00)	$0.00	$0.00
Town	Taxes	Transfer from General Fund	($73,990.00)	($99,700.00)	$0.00	$0.00	($30,000.00)

Town Department Footnotes FY25

Town Buildings includes upgrades to the Town Office Building and all other offsite municipal buildings. These upgrades may be of building improvement or of equipment nature. The following footnotes support the five year capital improvement plan as presented above.

- $27,990 has been requested to replace the boiler at the fire station, which is at the end of its useful life.

The Town Technology Budget will include items such as servers, computers, and other related devices. Each department communicates their Technology needs for the upcoming year, as well as future years that they are anticipating.

- $46,000 has been provided to the Town by our IT firm for computer and server replacement in FY25.

Bonds

	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
COMMITTED										
2010 R	63,809	62,281	60,669	60,669	58,974	57,279	55,583	53,888	-	Split 52%/48% with the Water Depa
2017 B	163,320	159,765	155,993	155,993	152,033	-	-	-	-	Munic. Rev.
2004 FR - Sewer Dept	-	-	-	-	-	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	26,813	26,438	-	-	-	-	-	-	-	Sewer Rev.
2014 QECB	79,759	79,759	79,759	79,759	79,757	79,757	79,757	-	-	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	$ 165,165	$ 163,088	$ 160,928	$ 158,678	$ 158,678	$ 156,323	$ 153,863	$151,305	$ -	Munic. Rev.
2022 MMB - Ferry	$ 268,642	$ 263,583	$ 258,422	$ 258,422	$ 220,063	$ 218,458	$ 216,582	$214,426	$211,981	Munic. Rev.
2023 RD Loan	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$370,923	$370,923	Sewer Rev.
2023 Harley Davidson Lease	$ 5,000									Munic. Rev.
Total Committed	$1,143,431	$1,125,837	$1,086,694	$1,084,444	$1,040,428	$882,739	$876,707	$790,542	$582,904	
PROPOSED										
2024 Fire Truck Loan	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	Munic. Rev.
Total Proposed	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	
TOTAL COMMITTED/PROPOSED	$1,226,773	$1,209,179	$1,170,036	$1,167,786	$1,123,770	$966,081	$960,049	$873,884	$666,246	

Organization	Object	Project	Account Description	2025 Manager Budget
65052500	40605		Rental of Equipment	$0.00
65052500	40800		Interest Rebate	$0.00
65052500	40600		Domestic Sewer Revenue	($1,305,684.00)
65052500	40601		Industrial Sewer Revenue	($137,810.00)
65052500	40602		Septage Revenue	($200,530.00)
65052500	40603		Finance Charges	($8,500.00)
65052500	40606		Sewer Application Fee	($175.00)
65052500	40607		Sewer Hook-Up Fee	($7,000.00)
65052500	40991		Misc Revenue	($900,923.00)
65052500	50102		Department Head	$99,632.00
65052500	50103		Supervisory wages	$61,734.00
65052500	50104		Non Supervisory	$211,962.40
65052500	50107		Admin Wages	$21,364.66
65052500	50140		Overtime wages	$32,500.00
65052500	50201		Unemployment Costs	$259.00
65052500	50202		Workers Comp Insurance	$7,544.00
65052500	50210		Maine State retirement	$36,959.52
65052500	50215		Admin Benefits	$4,976.20
65052500	50220		Health insurance	$59,144.24
65052500	50221		HRA Costs	$2,000.00
65052500	50230		FICA taxes	$29,492.94
65052500	50240		Medical testing	$400.00
65052500	50301		Office supplies	$2,500.00
65052500	50303		Other Supplies	$51,200.00
65052500	50306		Postage	$7,000.00
65052500	50307		Advertising	$300.00
65052500	50330		Drug Testing	$600.00
65052500	50331		Small Tools	$3,000.00
65052500	50351		Clothing/Boot Allowance	$4,500.00
65052500	50352		Cell Phone allowance	$2,564.00
65052500	50375		Gas	$6,343.20
65052500	50377		Diesel	$2,700.00
65052500	50401		Professional employee training	$4,500.00
65052500	50413		Mileage/Travel Reimbursement	$300.00
65052500	50430		Filing fees/licenses/permits	$2,100.00
65052500	50450		Legal expense	$1,000.00
65052500	50452		Audit services	$3,150.00
65052500	50455		Profesional Services	$10,000.00
65052500	50483		Security System Maintenance	$3,500.00
65052500	50510		Electricity	$140,000.00
65052500	50511		Water usage fees	$23,150.00
65052500	50512		Telephone	$1,899.00
65052500	50514		Heating Fuel	$9,500.00
65052500	50530		Software and Services	$19,080.00
65052500	50539		R&M: Catch Basins & Manhole Cv	$7,500.00
65052500	50546		R & M: SEWER	$84,000.00

65052500	50550		Meter Read	$14,000.00
65052500	50555		Sludge Disposal	$195,000.00
65052500	50556		Trash Removal	$4,000.00
65052500	50557		CCTV & Cleaning Out	$10,000.00
65052500	50601		General Liability	$539.00
65052500	50602		Vehicle Insurance	$1,030.00
65052500	50604		Property Insurance	$12,146.00
65052500	50750		Improvements other than buildi	$721,000.00
60000801	50801		Redemption of principal	$204,397.44
60000801	50805		Interest expense	$166,525.66
65052500	50806		Bond Administration Fees	$0.00
65052500	53401		2005 FR Bond Principal	$25,000.00
65052500	53405		2014 QECB Principal	$18,220.02
65052500	53600		2004 FR Bond Interest	$0.00
65052500	53601		2005 FR Bond Inteest	$1,813.06
65052500	53605		2014 QECB Interest	$4,111.98

2024 Budget	2023 Actuals	2022 Actuals	2021 Actuals
($10,000.00)	($10,000.00)	($10,000.00)	($10,000.00)
($6,160.00)	($6,160.00)	($6,160.00)	($6,160.00)
($1,243,508.57)	($1,204,279.22)	($1,398,117.22)	($1,147,721.20)
($130,747.53)	($114,041.46)	($80,850.96)	($74,973.26)
($139,384.80)	($136,211.83)	($164,813.78)	($158,747.06)
($8,500.00)	($8,735.16)	($7,837.68)	($19,721.96)
$0.00	($326.22)	($159.75)	($375.00)
($7,000.00)	($13,048.78)	($6,390.25)	($15,000.00)
($15,000.00)	($345.11)	($1,883.20)	($616.25)
$95,459.00	$96,925.06	$90,720.00	$86,096.65
$0.00	$0.00	$0.00	$0.00
$254,171.63	$192,717.98	$211,367.51	$198,430.23
$18,287.00	$0.00	$17,523.97	$17,449.00
$22,900.00	$30,480.92	$17,049.99	$11,428.42
$412.00	$0.00	$349.18	$349.19
$13,284.14	$7,267.64	$11,501.06	$19,425.88
$37,998.07	$24,002.59	$23,000.36	$20,905.75
$6,071.00	$0.00	$8,372.00	$7,912.00
$52,348.00	$52,501.08	$98,791.09	$94,452.92
$3,836.00	$1,813.19	$5,240.80	$3,389.41
$28,498.55	$23,963.98	$23,041.16	$21,275.11
$400.00	$268.42	$0.00	$115.00
$2,500.00	$2,607.56	$2,495.38	$1,760.37
$42,700.00	$48,615.83	$43,124.69	$32,022.27
$8,500.00	$5,301.92	$4,914.97	$4,522.26
$300.00	$0.00	$180.00	$322.47
$400.00	$677.65	$308.05	$270.00
$3,000.00	$2,982.17	$3,015.13	$2,590.26
$4,500.00	$3,961.90	$4,389.14	$4,202.30
$2,564.00	$2,042.66	$2,561.62	$2,456.73
$6,100.00	$5,471.82	$4,460.94	$2,644.79
$2,410.00	$1,718.52	$1,491.05	$1,087.13
$3,000.00	$2,373.00	$2,210.00	$1,564.00
$300.00	$0.00	$0.00	$0.00
$2,100.00	$1,561.04	$1,551.44	$1,683.86
$1,000.00	$999.88	$1,217.00	$4,377.00
$2,634.00	$1,683.33	$2,633.33	$2,633.33
$10,000.00	$2,567.50	$2,230.00	$5,235.63
$3,500.00	$2,985.89	$3,386.18	$1,984.07
$120,000.00	$129,681.34	$119,661.57	$105,342.33
$22,800.00	$19,930.82	$17,425.00	$16,026.45
$950.00	$777.21	$969.84	$638.22
$9,500.00	$12,629.94	$14,446.52	$5,918.15
$19,080.00	$0.00	$35,158.24	$15,000.00
$7,500.00	$4,655.83	$6,417.98	$5,465.03
$72,000.00	$68,375.52	$66,359.30	$70,988.72

$14,000.00	$21,261.96	$13,478.59	$20,124.72
$188,000.00	$100,651.33	$97,735.12	$81,901.38
$2,800.00	$2,518.88	$1,914.19	$1,606.86
$10,000.00	$1,650.00	$10,920.00	$8,350.00
$1,225.00	$1,217.00	$1,016.00	$2,825.00
$1,035.00	$990.00	$857.00	$1,107.00
$11,908.00	$11,027.00	$9,861.00	$9,273.00
$205,200.00	$49,769.30	$93,291.29	$69,744.19
$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00
$2,200.00	$0.00	$2,200.00	$2,200.00
$25,000.00	$25,000.00	$25,000.00	$25,000.00
$17,026.00	$17,106.56	$16,450.62	$15,908.80
$963.00	$1,311.68	$1,661.24	$2,010.82
$2,189.00	$2,563.82	$2,939.20	$3,314.57
$5,307.00	$5,225.44	$5,881.38	$6,423.19

Notes
All metered sewer revenue that is billed through TRIO, soon to be MUNIS
All revenue generated through the billing for the Maine Electronics Groundwater Remediation Project, Springwork
Revenue from all septage and holding tank waste received
Revenue from charges paid when a bill is not paid on time
Revenue from the fee's paid when a sewer entrance permit is submitted
Revenue from the sewer connection fee's paid when there is a new connection installed to the town collection sys
$15k Revenue generated form helping other communities or if other town departments are charged for use of dep
This line item includes regular wages for one full-time salaried Sewer Superintendent, with an increase based on th
This line item provides regular hourly wages for one full time supervisor. Changes to supervisor pay for FY25 was g
This line item provides regular hourly wages for all full-time employees. Changes to to staff pay for FY25 was gene
This line item represents 10% of the Finance Director and Town Managers Salary.
This line provides overtime wages for on-call responsibilities as well as after-hours work and emergencies. for hou
This line item is used to cover unemployment insurance expenses for the first $12,000 gross wages per employee p
This line item is used to cover worker's compensation insurance expenses for above listed employees.
Needs updated This line item is used to cover the Town's contribution of ME PERS expenses for above-listed
This line item represents 8% of the Finance Director's and Town Manager/Treasurer's Benefits.
*Needs updated*** This line item is used to cover the Town's contribution of medical insurance expenses for abov
This line includes the cost for the Health Reimbursement Account for the above-listed employees.
Needs updated This line item is used to cover FICA and Medicare expenses for above-listed employees. This i
This line item provides for annual and follow-up hearing tests.
This line item provides office supplies for the Sewer Department.
This line item provides polymer - $30,000; Hypo - $8,000; Outside lab testing - $3,000; Ecoli - $1,500; DMR QA - $1
This line item provides for the Sewer Department's portion of the Sewer and Water bill preparation and postage.
This line item provides advertising costs for the Sewer Department.
This line provides random drug tests throughout the year.
This line item provides for small tools and equipment as needed throughout the year.
This line item provides for uniforms, boots, and PPE for 5 employees.
This line item provides cell phone reimbursement for employees at $35 per month per employee as well as the on
This line item provides approximately 2000 gallons of gas at $2.9875 per gallon for the treatment plant fleet.
This line item provides approximately 900 gallons of diesel at $2.9365 per gallon for the treatment plant generato
This line item provides training for the above listed employees. 18 training hours every two years are required to r
This account provides travel expenses for the above listed employees when the truck is not available for Superinte
This line item provides for our annual licenses, fees, and registrations.
This line item provides legal fees for the Sewer Department.
This line item provides the Sewer Department's portion of the auditing costs.
This line item provides for technical assistance and specialty consultant services as necessary
This line item provides phone service to the PS alarm auto dialers at 12 pump stations.
This line item provides electricity costs for 12 pump stations and the treatment plant.
This line item is to cover water department charges. This line item increased 1.5% per the Lisbon Water Departme
This line item provides phone service for the Sewer Department.
This line item provides heating oil and propane for the treatment plant.
This line item includes the Sewer Departments share of the IT Service and Support Contract and Munis/TRIO.
This line item provides funding to repair and to maintain sewer manholes.
This line item covers expenses associated with maintaining the treatment plant and collection system.

This line item provides funds for the meter readings from the Water Department.
This line item provides for disposal fees associated with the contract the town has with Casella Organics. The amou
This line item provides weekly dumpster removal of rags removed from the bar rack and the headworks.
This line item provides for outside contractor camera work.
This line item includes the Sewer Department's portion of general liability insurance
This line item includes the Sewer Department's vehicle insurance
This line item provides for the Sewer Department's portion of the property insurance.
This line item will cover the replacement for the boom/bucket truck from the State Auction if one is available as w
principal payments for USDA RD loan; loan to be paid off in 2048;
interest at 2.625% fixed for USDA RD loan; to be paid off in FY48;
This line item provides funds for the administration of the bonds.
Series 2005FR was issued for improvements to Town's sewer infrastructure. The Series will be retired on 10/01/20
This line item is 28% of the annual principal payment related to the Qualified Energy Saving Bond (QECB). The QEC
This line item provides the bond interest payment for the 2005 headworks bond.
This line item provides the sewer interest payments for the 2006 headworks bond.
This line item is 28% of the annual interest payment for improvements to town infrastructure, it is for the QECB pr

ks Farm and the Water Department Discharge from their Moody Rd. pump station

stem
partment staff and equipmentalso includes $500k use of undesignated fund balance to offset some capi
he new pay scale that still needs approval.
generated using the new pay scale that still needs approval
rated using the new pay scale that still needs approval

irly employees
per rate provided by the Finance Director.

employees. The employer contribution will remain the same as the previous year, 10.2% of gross wages

ve listed employees. The employer's contribution is 85% of the premium. A 4.5% increase has been app

is calculated at 6.2% of gross wages for FICA and 1.45% of gross wages for Medicare.

,200 materials; Equipment calibrations, lab supplies, etc. - $3,000 and Year 4 discharge permit required

n-call phone, and for half of the tablet used for field inspections.

rs.
maintain licenses for 5 employees plus any position related training
endent, Administrative Assistant or for professional development travel. This line will also reimburse sup

ent’s rate increase effective January 1, 2024.

unt of sledge generated for disposal averages near 800 tons per year. Over the last several years there h

ell as towards items listed in the FY25 CIP. $10,200 from this line will go to the Short-Lived Asset Reserv

025. The obligation was issued as a Revenue Bond. Payment of debt service is dependent on the revenue
CB is not tax-exempt, nor is it a Bond. Rather, the QECB allows a government entity to enter into lease-pu

roject improvements to Town buildings the final payment is scheduled for FY 2030. This loan is through A

ital contribution; $385,923 use of fund balance to offset usda loan payment;

s for fiscal year 2024

plied to premiums for calendar year 2023. After inquiries with the Health Trust, we were advised to budg

testing - $4,500.

pport staff for mileage when called in to assist the person on-call.

ıas been increases based on the disposal itself or the associated fees. Price increases typically occur on J

'e Account, this is required annually per USDA Rural Development.

e collected through billing to customers based on their consumption of water flowing through the systen
urchase agreement with qualified vendors, purchase equipment and services to make energy improvem

Androscoggin Bank with total interest rate of 3.45% split between the Town and Sewer Department (28%

get a 10% increase for calendar year 2024.

uly 1st of each year so this line may have to be adjusted accordingly once the amount of any increase or

n. The Series was issued through the MMBB as a fixed principal, fixed interest rate bond.
ents to eligible facilities. While the borrowing is not tax-exempt, the QECBs are similar to Build America

% split for Sewer).

r decrease is received.

Bonds (BABs) in that the interest on QECBs is taxable; however, the federal government offers a direct c

cash subsidy to the bond issuer. The subsidy on QECBs is (unless reduced by sequestration or similar fed

eral action) twice as large as the standard BAB subsidy, making QECBs an extremely low-cost financing o

›ption for many issuers. A qualified energy saving improvements to town infrastructure. QECB project im

ıprovements to Town buildings the final payment is scheduled for FY 2030.

Account Type	Organization	Object	Project	Detail Type	Year	Line	Quantity
E	65052500	50140		A	2025	10	1
E	65052500	50201		A	2025	10	1
E	65052500	50202		A	2025	10	1
E	65052500	50210		A	2025	10	1
E	65052500	50215		A	2025	10	1
E	65052500	50220		A	2025	10	1
E	65052500	50221		A	2025	10	1
E	65052500	50230		A	2025	10	1
E	65052500	50240		A	2025	10	1
E	65052500	50301		A	2025	10	1
E	65052500	50303		A	2025	10	1
E	65052500	50306		A	2025	10	1
E	65052500	50307		A	2025	10	1
E	65052500	50330		A	2025	10	1
E	65052500	50331		A	2025	10	1
E	65052500	50351		A	2025	10	1
E	65052500	50352		A	2025	10	1
E	65052500	50375		A	2025	10	1
E	65052500	50377		A	2025	10	1
E	65052500	50401		A	2025	10	1
E	65052500	50413		A	2025	10	1
E	65052500	50430		A	2025	10	1
E	65052500	50450		A	2025	10	1
E	65052500	50452		A	2025	10	1
E	65052500	50455		A	2025	10	1
E	65052500	50483		A	2025	10	1
E	65052500	50510		A	2025	10	1
E	65052500	50511		A	2025	10	1
E	65052500	50512		A	2025	10	1
E	65052500	50514		A	2025	10	1
E	65052500	50530		A	2025	10	1
E	65052500	50539		A	2025	10	1
E	65052500	50546		A	2025	10	1
E	65052500	50550		A	2025	10	1
E	65052500	50555		A	2025	10	1
E	65052500	50556		A	2025	10	1
E	65052500	50557		A	2025	10	1
E	65052500	50601		A	2025	10	1
E	65052500	50602		A	2025	10	1
E	65052500	50604		A	2025	10	1
E	65052500	50750		A	2025	10	1
E	65052500	50750		A	2025	20	1
E	65052500	50750		A	2025	30	1
E	65052500	53600		A	2025	10	1

Amount	Project String Type	Project String
$32,500.00		
$259.00		
$7,544.00		
$36,861.00		
$4,976.20		
$59,144.24		
$2,000.00		
$28,548.94		
$400.00		
$2,500.00		
$51,200.00		
$7,000.00		
$300.00		
$600.00		
$3,000.00		
$4,500.00		
$2,564.00		
$6,100.00		
$2,700.00		
$4,500.00		
$300.00		
$2,100.00		
$1,000.00		
$3,150.00		
$10,000.00		
$3,500.00		
$140,000.00		
$23,150.00		
$1,899.00		
$9,500.00		
$19,080.00		
$7,500.00		
$84,000.00		
$14,000.00		
$180,000.00		
$4,000.00		
$10,000.00		
$539.00		
$1,030.00		
$12,146.00		
$71,000.00		
$150,000.00		
$500,000.00		
$0.00		

Description

This account provides overtime wages for on-call responsibilities as well as after-hours work and emergencies.
This line item is used to cover unemployment insurance expenses.
Cover's worker compensation insurance expenses for above listed employees
This line item is used to cover the Town's contribution of ME PERS expenses for above-listed employees. The emp
This line item represents 8% of the Finance Director's and Town Manager/Treasurer's Benefits.
This line item is used to cover the Town's contribution of medical insurance expenses for above listed employees.
This line includes the cost for the Health Reimbursement Account for sewer department employees.
This line item is used to cover FICA and Medicare expenses for sewer department employees. In fy25 this is 7.9%
Provides for annual and follow-up hearing tests for all staff.
Provides office supplies for the sewer department
Provides chemicals (Polymer $30,000 & Sodium Hypo-Chlorite $8,000) Outside Lab Testing ($1,500), Annual DMR-
Provides for the sewer departments portion of the sewer and water bill preparation and postage.
Provides advertising costs for the sewer department
provides for Random Drug Tests
Provides for small tools and equipment
Provides uniforms for for 5 employees & safety shoes and PPE for 6 employees
Provides cell phone reimbursement for 5 employees as well as the on-call phone, and for half of the tablet used fo
provides approximately 2000 gallons of gas at $3.02 a gallon for the treatment plant fleet
Provides approximately 750 gallons of diesel at $3.56 per gallon for the treatment plant fleet.
provides training for all sewer department employees. 18 training hours every two years are required to maintain
This account provides travel expenses for the above listed employees when the truck is not available for Superinte
Provides for our annual licenses, fees, and registrations.
Provides legal fees for the Sewer Department.
Provides the Sewer Department's portion of the auditing costs
provides for technical assistance and specialty consultant services as necessary
Provides phone service to the PS alarm auto dialers at 12 pump stations.
provides electricity costs for 12 pump stations and the wastewater treatment plant.
This line item is to cover water department charges.
Provides phone & Internet service for the Sewer Department.
Provides heating oil and propane for the treatment plant.
This line item includes the Sewer Departments share of the IT Service and Support Contract and Munis/TRIO.
provides funding to repair and maintain sewer deportment catch basins and manholes.
This line item covers expenses associated with maintaining the treatment plant and collection system
provides funds for the meter readings from the Water Department for sewer billing.
This line item provides for disposal fees associated with the contract the town has with Casella Organics. The amo
Provides weekly dumpster removal of rags removed from the bar rack and the headworks.
Provides for outside contractor camera work cleaning.
This line item includes the Sewer Department's portion of general liability insurance.
This line item includes the Sewer Department's vehicle insurance
This line item provides for the Sewer Department's portion of the property insurance.
This line item will cover the replacement for the boom/bucket truck from the State Auction if one is available as w
rt 196 pump station
screw cap cost beyond usda rd grant
provides the bond interest payment for the 2004 headworks bond.

Justification
$22,900 in this line for FY24 was no adequate for the year

Cost has dropped significantly from last year

based on two employees on health insurance at cy24 renewal rate, and four opt outs at $5k each

There has been a rise in chemical costs and we are required to do the year 4 required testing every 5 years unless
Reduced from $8,500.

Increased line 50%. There are 5 employees in the sewer department that can be randomly tested. 61% of this line

This line was increased for superintendent professional development training

Increased due to amount spent in FY24

Based on initial electrical billing that received the savings from Community Solar, the amount budgeted will remai
This line item increased 1.5% per the Lisbon Water Department's rate increase effective January 1, 2024.
New service provider for both phone and internet. Internet speeds are much faster and phone service is better.

Increased this line by $12,000 to cover increased expenses and the recent change to minimum amount for capital

Amount is based on an estimated 10% price increase. Over the last several years there has been increases based o
Increased due to % increase in October 2023. Annual increases occur in October of each year without notice so the

For FY25, the replacement of the RT. 196 pump station is listed. This station was last rehabbed in 1996 and is due

Final interest payment occurring in April 2024.

Request Group **User Defined**

was expended on two tests by November in FY24.

n the same as it was in FY24 until a trend is established to better gauge how to budget for next year base

items

on the disposal itself or the associated fees. Price increases typically occur on July 1st of each year so this
e exact amount is not known until an invoice is received.

for an upgrade. This station was originally estimated as costing $150k to replace. I believe the cost may b

ed on this savings.

line will have to be adjusted accordingly once the amount of any increase or decrease is received.

be significantly higher. The re-lining of the Huston Street cross country line was an addition that we woul

ld like to work towards getting infrastructure funds for once the commited fund balance is spent down.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

ORDER 2024-00470- ADOPT FISCAL YEAR 2024-2025 BUDGET

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON AS FOLLOWS:

2024-2025 MUNICIPAL BUDGET RESOLUTION

School	**$8,277,313.00**
contractual services	$8,277,313.00
Police	**$2,643,684.05**
capital expenditures	$90,000.00
commodities	$184,467.38
contractual services	$38,768.00
personnel services	$2,330,448.67
Public Works	**$2,298,268.88**
capital expenditures	$744,000.00
commodities	$458,500.00
contractual services	$74,112.00
personnel services	$1,021,656.88
Fire	**$1,689,337.52**
capital expenditures	$172,990.00
commodities	$197,193.00
contractual services	$583,459.15
personnel services	$735,695.37
Parks and Rec	**$1,244,150.55**
capital expenditures	$104,000.00
commodities	$224,800.00
contractual services	$121,635.00
personnel services	$793,715.55
County	**$996,083.00**
contractual services	$996,083.00
Solid Waste	**$796,958.31**
capital expenditures	$99,000.00
commodities	$69,590.49
contractual services	$288,526.00
personnel services	$339,841.82
Debt	**$718,360.30**
debt service	$718,360.30
Finance / Tax	**$595,190.04**

commodities	$21,250.00
contractual services	$8,000.00
personnel services	$565,940.04
Buildings	**$594,660.84**
capital expenditures	$46,000.00
commodities	$235,871.70
contractual services	$293,634.10
personnel services	$19,155.04
Emergency Management	**$534,960.86**
personnel services	$534,960.86
Econ Dev	**$467,854.35**
capital expenditures	
commodities	$19,500.00
contractual services	$314,606.35
personnel services	$133,748.00
Winter	**$462,232.28**
commodities	$328,000.00
contractual services	$50,000.00
personnel services	$84,232.28
Town Manager	**$444,181.08**
commodities	$3,100.00
contractual services	$14,750.00
personnel services	$426,331.08
Library	**$431,248.81**
commodities	$37,000.00
contractual services	$9,442.50
personnel services	$384,806.31
Lisbon Communications Center	**$398,218.04**
commodities	$2,745.00
contractual services	$5,780.00
personnel services	$389,693.04
Code Enforcement	**$258,789.90**
commodities	$8,000.00
contractual services	$600.00
personnel services	$250,189.90
Clerk	**$209,361.63**
commodities	$18,400.00
contractual services	$18,500.00
personnel services	$172,461.63
Animal Control	**$186,487.73**
capital expenditures	$58,900.00

commodities	$8,766.00
contractual services	$14,761.00
personnel services	$104,060.73
Assessor	**$135,994.06**
commodities	$7,400.00
contractual services	$52,900.00
personnel services	$75,694.06
GA	**$126,200.86**
commodities	$51,150.00
contractual services	$800.00
personnel services	$74,250.86
Insurance	**$124,073.00**
commodities	$72,902.00
contractual services	$14,980.00
personnel services	$36,191.00
Legal	**$70,000.00**
contractual services	$70,000.00
Transportation	**$41,333.33**
contractual services	$41,333.33
Elected Officials	**$39,598.48**
commodities	$1,050.00
contractual services	$5,000.00
personnel services	$33,548.48
Other	**$23,000.00**
contractual services	$23,000.00
Finance	**$17,500.00**
contractual services	$17,500.00
Planning Board	**$7,244.70**
commodities	$1,125.00
personnel services	$6,119.70
Appeals Board	**$1,151.25**
commodities	$300.00
personnel services	$851.25
Grand Total	**$23,833,436.85**

BE IT ORDERED: That the following salary rates are established for each member for FY25 in regards to these elected and appointed positions:

Town Council	Chair $2400/yr Councilor $2000/yr
School Board	Chair $2400 /yr Member $2000/yr
Appeals Board	Member $105/yr
Planning Board	Chair $1150 Member $855/yr Associate Member $575

BE IT ORDERED: That the Municipal Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2024 and ending on June 30, 2025 be and hereby is adopted with a total expenditure of $23,833,436.85 offset

by $500,000 in undesignated fund balance for a net expenditure total of **$23,333,436.85**, as well as it being balanced with a total of **$7,473,180.78** in estimated non-property tax revenue. A summary of appropriations and revenues is attached to this Resolution as Exhibit A ***(see attached)***.

BE IT ORDERED: That the Assessor of the Town of Lisbon be and hereby is directed to assess a tax upon all real estate in Lisbon and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2024 A. D. and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the Town of Lisbon on or before the 1st day of July, 2024. All taxes assessed as above and committed to the Collector shall be due on July 1, 2024. That having set the date on which the first installment of taxes shall become due, to with July 1, 2024, any taxes remaining unpaid after September 15, 2024 shall bear interest from September 16, 2024 at a rate of 8% per annum, said interest to be added to and become a part of said taxes. That having set the date on which the second installment of taxes shall become due, to wit July 1, 2024, any taxes remaining unpaid after March 15, 2025 shall bear interest from March 16, 2025 at a rate of 8% per annum, said interest to be added to and become a part of said taxes and to fix the rate of interest paid for overpayments at 9% annum.

BE IT ORDERED: That we, the Municipal Officers of the Town of Lisbon, Maine, upon request of Samantha Bryant, Treasurer, of said Town, hereby authorize and direct said Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill. However, no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

BE IT ORDERED: That the Tax Collector be and hereby is, authorized to accept money prior to the date of the 2024 Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same.

BE IT ORDERED: That the following categories of State funds be accepted during the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Municipal Revenue Sharing
Local Road Assistance
State Aid to Education (including Federal pass-through funds and property tax relief)
Tree Growth Reimbursement
General Assistance Reimbursement
BETE Exemption Reimbursement
Homestead Exemption Reimbursement

BE IT ORDERED: That the following categories of other funds be accepted and deposited in reserve accounts during the fiscal year beginning July 1, 2024 and ending June 30, 2025, as per the schedule provided in Exhibit B (see attached).

BE IT ORDERED: That the following be appropriated from the Dingley TIF program funds and that additional amounts be appropriated from the Dingley TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year.

Economic and Community Development	$ 74,970.92
Total	$ 74,970.92

BE IT ORDERED: That the following be appropriated from the Downtown TIF program funds and that additional amounts be appropriated from the Downtown TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year.

Economic and Community Development	$ 57,951.23
Total	$ 57,951.23

BE IT ORDERED: That the amount raised and appropriated for Overlay shall be used to fund tax abatements during the fiscal year beginning July 1, 2024 and ending June 30, 2025.

BE IT ORDERED: That the Sewer Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2024 and ending on June 30, 2025 be and hereby is adopted with a total expenditure of $2,336,138.32, offset by $500,000 in undesignated fund balance for a net expenditure total of **$1,833,436.85** balanced with a total of $2,060,622.00 in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit C ***(see attached)***.

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the Town of Lisbon Sewerage Ordinance the Town Council hereby adopts the following rates for the Town Sewerage Works:

$ 9.00 per 100 cu. ft.	Domestic Sewer Rate
$ 3.15 per 100 cu. ft.	Maine Electronics
$ 0.15 per gallon	Septage Disposal
$ 0.08 per gallon	Holding Tank Waste Disposal

The Treasurer of the Town of Lisbon is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 8% per annum, said interest to be added to and become a part of said sewer service charges.

BE IT ORDERED: That the Capital Improvement Plan for the Town of Lisbon for the fiscal year commencing on July 1, 2024 and ending on June 30, 2025 be and hereby is adopted as presented and attached to this Resolution as Exhibit D ***(see attached)***.

__yeas __ nays Order passed/failed.

Roll Call Vote:

Order passed - Vote _____.

Town of Lisbon, Maine

Proposed Budget

Fiscal Year 2025-2025

Submitted By
Glenn Michalowski, Town Manager
Samantha Bryant, Finance Director

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Guide to the FY25 Budget Report

About the Town of Lisbon

The Town of Lisbon is the third largest community in Androscoggin County and is centrally located where State Route 196 passes through the entire length of Lisbon connecting Lisbon to the Lewiston/Auburn area. Based on the Census data from April 1, 2020, the Town of Lisbon has a population of 9,711 residents. The Town of Lisbon's overall economic outlook continues to improve; the vision of the Route 196 and Downtown Master Plans continue to make great strides.

Budget Guide

The Town of Lisbon budget report provides information to the public about Town government. This document highlights the Town's charter and specific policy statements to further assist in determining the allocation of municipal resources.

This document will outline the following:

- Budget Summary and Overview
- Expenditure Detail
- Revenue Detail
- School Budget

*Please see separate document for Capital Improvement Plan

The Budget Summary and Overview section will provide general information about the budget and budget process as well as the letter from the Town Manager to the Town Council.

The Expenditure Detail will break down all expenditures related to payroll, benefits, repair & maintenance, general operations, etc. by each department of the Town of Lisbon. The expenditure detail will further include actual expenditures Year to Date for FY24 and proposed expenditures for FY25 from the initial ask to the proposed managerial budget.

The Revenue Detail will provide information on the Town's various revenue accounts. This will include actual revenue year to date for FY24 and proposed revenues for FY25.

The Capital Improvement Plan will provide information for both the five year and ten year capital improvement plans by each major department. It will provide amounts in total by department and then will give a narrative for major purchases proposed for FY25.

The School Budget will provide information from the Superintendent of Lisbon School Department for the upcoming fiscal year related to revenues, expenditures and capital improvements for the three schools in Lisbon.

General Information

The Town accounts are organized by Fund and each fund is composed of assets, liabilities, fund equity, revenues and expenditures. A fund is a grouping of related accounts, used to maintain control over resources for specifically intended activities or objectives. Each fund is then organized by department which is reflected in the Organization Code in the Munis software system. Each Organization Code is paired with an Object Code which reflects the full account description. This budget is going to predominantly detail the operations of the Town's General Government Fund and Sewer Fund. The Town of Lisbon adopts an annual budget for its General Government Fund and Education Fund.

Charter

Article VI Section 6.02 details the Submission of the Municipal Budget. Per the Charter, the Town Manager and the School Committee shall submit budget line items for the ensuing fiscal year on or before the third Tuesday of March each year. The budget messages accompanying the budget reports shall explain the respective budgets both in fiscal terms and in terms of programs. Furthermore, they shall outline the proposed financial policies for the Town and School Department, respectively for the ensuing fiscal year; in addition, it shall describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, revenues, summarize the debt position of the Town and School Departments respectively and any other information that the Town Manager and School Committee deems pertinent.

Article VI Section 6.03 states that the budgets, excluding that of the Water Department, shall, respectively, provide financial plans for the Town and School Department funds and activities for the ensuing fiscal year. In organizing the budgets, the Town Manager and School Committee shall use the most feasible combination of expenditure classification by fund, organizational unit, program and purpose. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, shall indicate the proposed property tax levy and shall set forth all proposed expenditures, including debt service, for the ensuing fiscal year. It shall further be arranged to reflect comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures for the preceding fiscal year.

Per Article VI, Section 6.04 the Council Action on the Budget is as follows:

(a) Notice and Hearing. The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating:
    a. The times and places where copies of the budget messages and the budgets will be available to the public, and
    b. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.

(b) Budget Deliberations. The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. The Council shall complete its review of the budgets no later than the last Tuesday in June.

(c) Amendments before Adoption. After the public hearing, the Town Council may adopt the Manager's budget with or without amendment. It may, by amendment, add or increase programs or amounts and delete or decrease programs or amounts. Except expenditures for debt service or otherwise required by law. The Council may adopt the School budget as proposed and may amend it, but such amendments shall be limited to adding to or decreasing the total amount of the budget.

(d) Adoption.
    a. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a budget for the Town by the last Tuesday in June, the Budget

as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.

b. School Budget. Until such time as the Town of Lisbon becomes certified as a member of a Regional School Unit by the Commissioner of the Maine Department of Education, the Town Council shall act as the Board of the Regional School Unit, approving the Budget with or without amendment, and providing for Referendum vote on the Budget in accordance with the procedures and time frames provided in LD499 as amended.

c. Post Adoption Amendments in School Budget. Within 30 days after the Budget for the School Department becomes final, the School Committee shall adopt such amendments in the school budget as may be necessary to absorb any decrease or expend any increase in the total amount of the budget which was approved by the Town Council. The Superintendent of Schools shall forward to the Town Council a copy of the final revised budget. Thereafter the School Department budget shall not be amended except in accordance with the provisions of the Charter.

(C.O. of 9-16-2008, § 2008-152F, Ref. of 11-4-2008)

Budget Summary and Overview

Town of Lisbon

Glenn Michalowski
Town Manager

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

To: Lisbon Town Council

From: Glenn Michalowski

Date: March 1, 2024

Subject: Fiscal Year 2025 Municipal Budget Introduction

Dear Council Members,

As we transition into Fiscal Year 2025, I am privileged to present the proposed budgets for the General Fund, Capital Fund, Sewer Fund, and Special Revenue/Reserve Fund. Reflecting on the past year, our collective efforts were centered around mitigating the impact of escalating inflation and addressing wage disparities. Through these challenges, we've emerged more resilient, thanks to our adaptive management strategies and unwavering commitment to fiscal responsibility.

For FY25, our objective is to not only maintain but elevate the caliber of services provided to our community. The Town's Comprehensive Plan emphasizes enhancing our workforce to meet the growing demands of our community and strategically reinstating staffing levels in areas that saw reductions due to the 2008 financial crisis. Despite economic recovery and increased demand for town services, staffing levels established during the Great Recession are not at the levels they were 16 years ago.

We're also evaluating the long running revenue and expense imbalance at our Transfer Station. The finance committee is exploring avenues to reduce expenses and work toward becoming cost neutral. Among the considerations are increasing commercial user fees, projected to alleviate an additional $60,000 annually in disposal costs. However, we are also faced with the tough decision of potentially ceasing our plastics recycling program. Given the disproportionate costs associated with plastic recycling versus solid waste disposal, coupled with market conditions that question the feasibility of actual recycling, a reevaluation towards more cost-effective disposal methods is among those considerations.

We are also proposing restoring and adding the Domestic Violence/Juvenile Detective position along with a police supervisor role, reinforcing our dedication to community safety and wellbeing. This addition will not only strengthen our capacity to address specific challenges but also underscore our department's commitment to proactive and community-oriented policing.

In collaboration with the Council, we are working on a reorganization of the code office. This initiative aims to put in place full-time planning support within the office through the establishment of a full-time planner position and provide the responsiveness the community needs. I extend my gratitude to the Council for their support, and to our department heads and staff for their dedication. Together, we are forging a stronger, more resilient Lisbon, poised for sustainable growth in the years to come.
Thank you.

Sincerely,

Glenn Michalowski
Town Manager

Budget Process

The Budget process starts at the end of December each year. The Finance Director provides each department head with a spreadsheet of their year-to-date actuals in comparison to the current year's budget. A separate spreadsheet is given for each department head to provide their upcoming budget requests, all whilst taking into consideration what their current budget numbers are displaying. After individual meetings with each Department Head with senior management, a Managerial Budget is derived.

That is then presented and reviewed by the Finance Committee and Town Council. Over the course of the next few months, the budget is shaped into the document ultimately approved by Town Council.

Below is the specific budget dates from the Town Clerk with relevant Town Code:

Council Regular Meeting	**Town Manager Presents Municipal Budget** 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 as the Town Manager and the School Committee believe to be desirable. Sec 3.02...e) The Manager shall prepare and submit the annual budget, the annual capital program and annual financial and administrative reports to the Council ...	Tuesday March 19, 2024	7:00 PM
Council Budget Workshop	**Department Budget Presentations** -- Full day, all Departments	Saturday March 23, 2024	9:30 AM
Council Regular Meeting	**School Request to Set Election Dates (June 4th) for School Budget & School CIP Public Hearings for April 30th and approve Election Warrant**	Tuesday April 2, 2024	7:00 PM

School Dept - Haley Anderson Sends Ad	**School Department Sends School Budget Public Hearing Ad to Sun Journal Thursday to proof by Friday Deadline at 10 AM.** First Ad Runs on **April 07** per Sec 6.04 (a) 1 & 2 ...The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating: 1. The times and places where copies of the budget messages and the budgets will be available to the public, and 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets. Sec 6.08 d) 1... The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating: i)The times and places where copies of the capital program will be available to the public; and ii)The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program. ***NOTE: Send request for second ad at the same time.***	Thursday April 4, 2024	10:00 AM
1st School Budget PH Ad Runs	**First Ad for School Budget & School CIP Budget Public Hearings appears in Sun Journal**	Sunday April 07, 2024	
Planning Board Meeting - CIP Review	**Planning Bd Meeting to Review & Make Recommendations to Council on CIP Budget** Sec. 6.08. - Capital Program…The Planning Board shall review the proposed capital program each year to determine, where appropriate, that the capital expenditure is consistent with the provisions of the Town Comprehensive Plan and forward its recommendation to the Town Council no later than the first day of June.	Thursday April 11, 2024	7:00 PM
Council Regular Meeting		Tuesday April 16, 2024	7:00 PM
2nd School Budget PH Ad Runs	**Second Ad for School Budget & School CIP Budget Public Hearings appears in Sun Journal**	Sunday April 21, 2024	

School Committee Meeting	**School Committee Adopts School Budget & School CIP Budget**	Monday April 22 or 29, 2024	6:00 PM
Council Special Meeting and Budget Meeting	**Council Holds School Budget & School CIP Budget Public Hearings Sec 6.04 (a) 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets. Council Adopts School Budget & School CIP Budget at Budget Meeting and Absentee Ballots are available the next day.**	Tuesday April 30, 2024	7:00 PM
Post Election Warrant, Cost Center, & Sample Ballot	**Clerk Posts Election Warrant, Cost Center Sheet, and Specimen Ballots Per 20-A MRSA Sec 1486(3) 7 days prior to Election Day. Absentee Ballots available. Clerks set up booths and sends out absentee ballots that were requested. Give Postings to Police Chief to post at Lisbon PO, LF PO, Town OFfice Building, and upload under news & announcements on front page of Lisbon's Website.**	Wednesday May 10, 2024	
Finance Committee Meeting	**Finance Committee discusses Municipal & School Budgets, plus Municipal & School CIP Budgets for Recommendations to present to Council on May 16.**	Date/time TBA	6:00 PM
Council Regular Meeting	**Council Sets Municipal Budget & Municipal CIP Budget Public Hearing for June 18, 2024 Sec. 6.08…2)The Council by resolution shall annually adopt the capital program ...after the public hearing and on or before the first day of July.**	Tuesday May 7, 2024	7:00 PM

Send Sun Journal Ad	**Clerk Sends Draft Ad for Municipal & CIP Budget Public Hearing on Thurs so there is time to proof by deadline (Deadline for Sun Journal Ad is Friday at 10 AM)** **Per Sec 6.04 (a) 1 & 2 ...The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating: 1. The times and places where copies of the budget messages and the budgets will be available to the public, and 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.** **Sec 6.08 d) 1... The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating: i)The times and places where copies of the capital program will be available to the public; and ii)The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program. Sun Journal Deadline by 10AM Friday, May 26. NOTE: Send request for second ad at the same time.**	Thursday May 23, 2022	10:00 AM
1st Public Hearing Ad Runs	**First Ad appears in Sun Journal**	Sunday May 26, 2024	
2nd Public Hearing Ad Runs	**Second Ad appears in Sun Journal**	Sunday June 2, 2024	
Election Day	**School Budget Validation Referendum Election Day. Per 20-A MRSA 1486(2) Notice of Amounts Adopted at Budget Meeting is a necessary posting to occur at the polling place(s). Election shall be held on or before the 30th day following the budget meeting per state law.**	Tuesday June 4, 2024	7AM-8PM

Council Regular Meeting/Budget Workshop	**Council Holds Municipal Budget & Municipal CIP Budget Public Hearings** **Council Adopts Municipal Budget and Municipal CIP Budget** **Sec 6.04 (b) Budget Deliberations. The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. The Council shall complete its review of the budgets no later than the last Tuesday in June.** **Sec 6.04 …(d) Adoption. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a Budget for the Town by the last Tuesday in June, the Budget as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.**	Tuesday June 18, 2024	6:00 PM

FY25 General Fund Budget Overview

The Initial Municipal Budget request for FY25 General Fund Expenses is as follows:

Row Labels	Sum of 2025 Manager Budget
School	$8,277,313.00
Police	$2,421,925.48
Public Works	$2,295,768.88
Fire	$1,689,157.19
County	$996,083.00
Parks and Rec	$719,708.96
Debt	$718,360.30
Finance / Tax	$595,190.04
Buildings	$580,487.84
Emergency Management	$534,960.86
Solid Waste	$502,213.37
Winter	$462,232.28
Town Manager	$444,181.08
Library	$428,498.81
Lisbon Communications Center	$391,218.04
Econ Dev	$362,922.20
Code Enforcement	$207,689.90
Clerk	$177,861.63
Animal Control	$142,408.12
Assessor	$135,994.06
Insurance	$124,073.00
GA	$91,200.86
Legal	$70,000.00
Transportation	$41,333.33
Elected Officials	$39,598.48
Other	$23,000.00
Finance	$17,500.00
Planning Board	$4,244.70
Appeals Board	$1,151.25
Health	$0.00
Grand Total	**$22,496,276.66**

FY25 General Fund Budget Detail – Staffing and Payscale

The Town the past few years has been working to ensure its pay scale is fair and equitable to ensure we recruit and retain the staff needed to provide services to taxpayers. This budget incorporates the end of wage adjustments, and fully puts all staff on a merit based payscale. This payscale is designed and intended to update each year based on changes to Maine minimum wage. That projected increase for FY25 is 2.5%.

Town of Lisbon Non-Union Base Pay Scale Proposed for FY25									
	Steps								
Grade	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
A	$ 14.50	$ 15.23	$ 15.99	$ 16.79	$ 17.63	$ 18.51	$ 19.44	$ 20.41	$ 21.43
B	$ 15.95	$ 16.75	$ 17.59	$ 18.47	$ 19.39	$ 20.36	$ 21.38	$ 22.45	$ 23.57
C	$ 17.55	$ 18.43	$ 19.35	$ 20.32	$ 21.33	$ 22.40	$ 23.52	$ 24.69	$ 25.93
D	$ 19.30	$ 20.27	$ 21.28	$ 22.35	$ 23.46	$ 24.64	$ 25.87	$ 27.16	$ 28.52
E	$ 21.23	$ 22.30	$ 23.41	$ 24.58	$ 25.81	$ 27.10	$ 28.46	$ 29.88	$ 31.37
F	$ 23.36	$ 24.53	$ 25.75	$ 27.04	$ 28.39	$ 29.81	$ 31.30	$ 32.87	$ 34.51
G	$ 25.69	$ 26.98	$ 28.33	$ 29.74	$ 31.23	$ 32.79	$ 34.43	$ 36.15	$ 37.96
H	$ 28.26	$ 29.68	$ 31.16	$ 32.72	$ 34.35	$ 36.07	$ 37.88	$ 39.77	$ 41.76
I	$ 31.09	$ 32.64	$ 34.28	$ 35.99	$ 37.79	$ 39.68	$ 41.66	$ 43.75	$ 45.93
J	$ 34.20	$ 35.91	$ 37.70	$ 39.59	$ 41.57	$ 43.65	$ 45.83	$ 48.12	$ 50.53
K	$ 37.62	$ 39.50	$ 41.47	$ 43.55	$ 45.73	$ 48.01	$ 50.41	$ 52.93	$ 55.58
L	$ 41.38	$ 43.45	$ 45.62	$ 47.90	$ 50.30	$ 52.81	$ 55.45	$ 58.23	$ 61.14
M	$ 45.52	$ 47.79	$ 50.18	$ 52.69	$ 55.33	$ 58.10	$ 61.00	$ 64.05	$ 67.25
N	$ 54.47	$ 57.19	$ 60.05	$ 63.06	$ 66.21	$ 69.52	$ 73.00	$ 76.64	$ 80.48

- State minimum wage effective 1/1/24 is $14.15; estimated it will go up 2.5% effective 1/1/25 to $14.64 based on last 12 months of CPI-W Northeast Region
- All grades and steps would be increased by COLA each year equivalent to state of Maine minimum wage increase
- Each step (1-9) is merit-based only (see attached guide) and increases 5% per step
- Each grade (A-N) is based on job responsibility and MMA annual salary survey
- Each grade increases by 10%
- Must ensure that all positions are listed on grade schedule
- Positions may move up or down within grade schedule, however no employee will lose pay. This is a an opportunity to reassess and ensure responsibilities meet the correct grade/responsibilities/pay
- Stipends not included
- New hires come in at step 1 of their positions grade. Step 2 in rare circumstances when meeting all requirements and with town management approval
- Existing employees will be slotted in based on grade and at the next highest step than current pay
- Strong commitment to pay policy and adherence to establishing start pay and wage increases per table critical
- This scale above has a 2.5% cola added effective 7/1/2024-6/30/2025

Grade	Lisbon Job Title
A	Before/After School Aides
B	Custodian (P/T)
	Library/MTM Custodian
C	After School Coordinator
	Before School Coordinator
	Laborer- Parks
	Library Aide (PT)
	Library/Circulation Aide (PT)
	Office Assistant
	Senior Coordinator
	Transfer Station Attendant (PT)
D	Accounts Payable Clerk
	Administrative Assistant - Parks & Rec
	Administrative Assistant - Public Works
	Administrative Assistant – Codes
	Administrative Assistant – Police (PT)
	Bus Driver
	Parks Maintenance Supervisor
	Collections Clerk I
	Assistant Town Clerk
	Moxie Coordinator
E	Animal Control Officer
	Collections/Sewer Billing Clerk
	Collections Clerk II
	Deputy Town Clerk
	Adult + Interlibrary Loan Services Assistant
	Cataloguer Technical Services
	Wastewater TP Operator
F	Electrical Inspector
	Community Development Specialist
	Finance Specialist
	Children's Librarian

Grade	Lisbon Job Title
G	Administrative Assistant - Police
	Administrative Assistant - Town Manager
	Assessor's Agent / GA Coordinator
	Assistant Director - Parks & Rec
	Tax Collector
	Operations Manager - Transfer Station
	Maintenance Manager – Public Works
	Assistant Director - Library
	Wastewater TP Lab Tech
H	Treatment Plant Maintenance Supervisor
I	Assessor / GA Administrator
	Code Enforcement Officer
	Director – Library
	Town Clerk
	Treatment Plant Operations Manager
J	Director - Parks & Rec
K	Economic Development Director
	Planner/Director of Planning (L if licensed)
	Human Resources Director
L	Chief - Fire
	Lieutenant - PD*
	Director - Public Works
	Treatment Plant Superintendent
M	Assistant Town Manager
	Chief-Police
	Finance Director
N	Town Manager

*** A union seargant position promotied to Lieutenant would start at Grade L at the next highest step from their current wage of the Town's non-union payscale.**

As the Town continues to bring staffing to adequate levels to meet service needs, included in the above salary information are the following new positions that will enhance the services provided to the Town of Lisbon as we continue to grow:

- Public Works Laborer
- Domestic Violence Detective

FY25 Budget General Fund Budget Detail – External Service Cost Increases

External service providers have requested various rate increases from FY24. These include:

- Androscoggin County - $75,533.00
- Lisbon Emergency Medical Services - $192,364.31
- Lisbon School Department - $569,988.00

FY25 General Fund Budget Detail – Unassigned Fund Balance

This budget projects the use of $500,000 in unassigned fund balance in accordance with Town law. If the FY23 Audit finds a different amount is available, Council will give further consideration on how to use the funds.

FY25 General Fund Budget Detail – Revenue Calculations and Analysis

FY25 Budgeted Revenues are based on historical data from the past 3 years and projections of where the Town will land at June 30, 2024. State shared revenue, motor vehicle collections, and interest income show strong growth for fy25, helping offset the need for real estate and personal property taxes.

Revenue Sharing:

Per Title 30-A, Subpart 9, Chapter 223, Subchapter 2, Section 5681, revenue sharing is distributed by the 20th of each month to each municipality based on a formula whose variables include municipal populations, state valuations and tax assessments. The monthly revenue sharing pool is funded by setting aside a percentage of the State Government's sales, service provider, personal and corporate income tax receipts for the month.

Account Description	2025 Manager Budge	2024 Budgeted	2023 Actuals	2022 Actuals
State revenue sharing	($2,485,702.37)	($2,220,323.00)	($2,428,874.11)	($2,089,791.77)

In the last few years, as both inflation and business profits have increased, the amount of corporate, sales, and income available to tax have also increased, which are the key components of state shared revenue.

Motor Vehicle Excise Tax

Excise tax is an annual tax that must be paid prior to registering your vehicle. Except for a few statutory exemptions, all vehicles registered in the State of Maine are subject to the excise tax. Excise tax is defined by Maine law as a tax levied annually for the privilege of operating a motor vehicle or camper trailer on the public ways. The amount of tax is determined by two things:

1. The age of the vehicle
2. Manufacturer's suggested retail price ("MSRP")

Excise tax is calculated by multiplying the MSRP by the mill rate as shown below. The rates drop back on January 1st of each year.
YEAR 1 .0240 mill rate
YEAR 2 .0175 mill rate
YEAR 3 .0135 mill rate
YEAR 4 .0100 mill rate
YEAR 5 .0065 mill rate
YEAR 6 .0040 mill rate
For example, the owner of a three year old motor vehicle with an MSRP of $19,500 would pay $263.25.

As the cost of vehicles continue to rise, the Town has also brought in more excise tax revenue:

Account Description	2025 Manager Budge	2024 Budgeted	2023 Actuals	2022 Actuals
Motor vehicle excise taxes	($1,900,000.00)	($1,600,000.00)	($1,840,742.32)	($1,824,664.27)

Interest Income

During the rise in the interest rates the past couple of years, Town deposits and investments did not keep pace. Accordingly, Town officials in the summer of 2023 negotiated new rates on existing deposits and opened new accounts to obtain a higher rate of return for the Town.

Account Description	2025 Manager Budge	2024 Budgeted	2023 Actuals	2022 Actuals
Investment earnings	($250,000.00)	($100,000.00)	($162,407.05)	($31,523.36)

Below is the Town's FY24Q2 Investment Statement:

Institution	Investment Type	Current Value	Current Yield	Maturity
Northeast Bank	Money Marke Account	$2,063,411.79	5.10%	n/a
Portland Trust Cc	Mutual Fund	$1,323,032.44*	5.29%	n/a
Portland Trust Cc	Mutual Fund	$1,129,323.48**	5.29%	n/a
Lisbon Communi Federal Credit Union	Savings Account	$5,962.71*	0.20%	n/a
Lisbon Communi Federal Credit Union	Certificate of Deposit	$21,573.34*	2.75%	7/15/24

FY25 General Fund Budget Detail - Mil Rate:

One mil equals one one-thousandth (1/1000th). It is one half of the property tax bill, the other half being a property's assessed value. Due to both changes in the tax revenue needs of the Town and changes to assessed property values, the mil rate has changed accordingly.

Based on FY24 assessed property values and this current budget, it is estimated that Council would need to increase the mil rate by 1.25 to provide the tax revenue needed. This is expected to be in accordance with Maine LD1, which establishes the Municipal Property Tax Levy Limit.

FY25 Budget Detail – Debt Service:

Town Code requires a public referendum for any debt in excess of $250,000 in principal. No new debt is proposed for FY25 (a fire truck loan approved via referendum in November 2022 is expected to be pursued during FY25).

The chart below shows the Town's existing debt, and expected new debt.

	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
COMMITTED										
2010 R	63,809	62,281	60,669	60,669	58,974	57,279	55,583	53,888	-	Split 52%/48% with the Water Depa
2017 B	163,320	159,765	155,993	155,993	152,033	-	-	-	-	Munic. Rev.
2004 FR - Sewer Dept	-	-	-	-	-	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	26,813	26,438	-	-	-	-	-	-	-	Sewer Rev.
2014 QECB	79,759	79,759	79,759	79,759	79,757	79,757	79,757	-	-	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	$ 165,165	$ 163,088	$ 160,928	$ 158,678	$ 158,678	$ 156,323	$ 153,863	$151,305	$ -	Munic. Rev.
2022 MMB - Ferry	$ 268,642	$ 263,583	$ 258,422	$ 258,422	$ 220,063	$ 218,458	$ 216,582	$214,426	$211,981	Munic. Rev.
2023 RD Loan	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$ 370,923	$370,923	$370,923	Sewer Rev.
2023 Harley Davidson Lease	$ 5,000									Munic. Rev.
Total Committed	$1,143,431	$1,125,837	$1,086,694	$1,084,444	$1,040,428	$882,739	$876,707	$790,542	$582,904	
PROPOSED										
2024 Fire Truck Loan	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	Munic. Rev.
Total Proposed	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	$ 83,342	
TOTAL COMMITTED/PROPOSED	$1,226,773	$1,209,179	$1,170,036	$1,167,786	$1,123,770	$966,081	$960,049	$873,884	$666,246	

All of the Town's committed debt is financed through the Maine Municipal Bond Bank. Created in 1973 by the Maine State Legislature, the General Bond Resolution Program and the Maine Municipal Bond Bank have a fifty year history of providing Maine's communities access to low-cost funds through the sale of its highly rated tax-exempt bonds. Capital financing through the General Bond Resolution Program allows borrowers to take advantage of the Bond Bank's high investment grade rating, low-interest rates, and reduced issuance and post-issuance costs.

Please see the Town's Capital Improvement Plan for more information about Town Debt.

Departmental Narratives:

Town Manager

Department Overview

The Town Manager acts as the principal executive officer of the Town, steering the administrative branch and ensuring the effective execution of all town affairs under the governance of the Town Council. This role encompasses the oversight of key administrative positions, including but not limited to the Town Clerk, Police Chief, Fire Chief, Public Works Director, and Finance Director, among others. These critical appointments are made with the Council's approval, reinforcing a governance structure that emphasizes collaborative oversight and accountability.

Mission

The core mission of the Town Manager is to enforce all laws, charter provisions, and Council actions within the town's jurisdiction. This responsibility includes the direct management of all town departments, offices, and agencies, which the Council may establish, ensuring that the town's operations are efficient, effective, and aligned with the Town Charter. As the chief administrative officer to the Council, the Town Manager is tasked with reporting on town affairs, representing the Council's interests, and advising on strategic decisions to promote the town's well-being.

Staffing

The Town Manager's Office comprises the Town Manager, Assistant Town Manager, and Human Resource Director. These positions are pivotal in managing human resources, central purchasing, bid processing, insurance, and payroll for general government operations. The team's expertise and dedication are instrumental in streamlining administrative procedures and enhancing the town's operational efficiency.

Goals and Achievements

Our overarching goal remains to fortify the town's institutional knowledge base, thereby ensuring the continuity of operations. This goal is pursued through diligent oversight of the town's technology and building budgets, addressing immediate IT requirements, and planning for future infrastructure needs. A significant achievement in the past year was the strategic decision not to refill the vacated Executive Assistant position. Instead, we opted to invest in operational efficiencies and emergency technology enhancements. By leveraging automation, we have successfully reduced the administrative workload, historically managed by the Executive Assistant, thereby reallocating resources towards more critical operational needs.

Moving Forward

As we progress into the fiscal year 2025, our focus will remain on enhancing operational efficiency, technological advancement, and sustainable growth. We are committed to building on our achievements, exploring innovative solutions, and continuing to serve the Town with integrity and dedication. Our budget reflects these priorities, ensuring that we are well-equipped to meet the challenges ahead and seize opportunities for the betterment of our community.

Appeals Board

The Zoning Board of Appeals is a citizen's board made of up to 7 members. A chair, vice chair, and secretary are required to be elected by the board. The minimum quorum by ordinance is 4.

The duties of the ZBA are to hear administrative appeals based on the dimensional or disability variance requests. In addition, they are the board to hear appeals from decisions made by the Code Enforcement Officer or the Planning Board. They meet on an as needed basis.

Planning Board

The Planning Board is a citizen's board made up of 7 members, a chairman, vice chairman, 3 members and 2 associate members. The board is responsible for the maintenance of the Comprehensive Plan, the review and modification of the zoning ordinance. Finally they review and approve all subdivisions and conditional use permit applications.

The board meets on each 2nd and 4th Thursday of the month.

Clerk

FY 25 is a busy one for the Town Clerk's office. Our new Deputy Town Clerk will be trained in-house, as well as receiving additional trainings across the year. The Deputy Clerk assumes the role of the Town Clerk in the absence of the Town Clerk. The Town Clerk will continue with trainings as well, becoming eligible for final testing and certification in early 2025.

Staffing will also include approximately 25 Election Clerks, vital to the running of the June and November Elections. In June, locally we will have the School Budget Referendum and an election for a School Committee seat. For the State, we will conduct the State Primaries which will include State Representatives and US Congress. We have just finished the Presidential Primaries in March and will have a Presidential Election, Congressional and State elections, and referendums in November. We will expect and prepare for a large turnout in November. The hiring and training of the Elections Clerks is the responsibility of the Town Clerk.

In addition to conducting the State and local elections in accordance with state law and our town charter, the Town Clerk department is responsible for the issuance of local business licenses, including Liquor, Marijuana, and Victualer's (Food), among others. The Town Clerk serves as the liaison between the businesses and the town, ensuring that permits and licenses are provided in accordance with our charter and ordinances while maintaining a business-friendly atmosphere.

The Town Clerk obtains and maintains all birth, death and marriage records for the town (vital records), and attests and reports on these vital statistics as required by law. The office provides certified copies for residents, and also provides notary and marriage officiant services. In addition, the Town Clerk maintains the Boards and Committees database and administers oaths for elected and appointed officials, and maintains the Freedom of Access to Information records, serving as the Town's FOAA Officer.

As the Secretary to the Council, the Town Clerk (or a designee) takes and produces meeting minutes for the Council, Assessment Review Board, Appeals Board and Planning Board. The Town Clerk manages and prepares the Agenda and Agenda Packet for Council Meetings at the direction of the Town Manager and the Town Council. The Town Clerk maintains and supervises the storage of all public documents and historical documents, and produces the town's Annual Report per Maine statutes.

The Town Clerk is the custodian of the town seal, and seals and attests all contracts and bond documents of the town, along with other documents that require attestation. The Town Clerk keeps all records of the Charter and Ordinances of the town.

All dogs licensed in Lisbon are licensed through the Town Clerk's office, and the records are reported to the state.

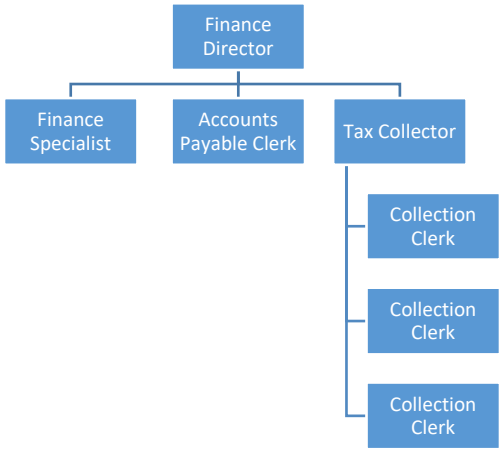
The mission of the Town Clerk is to efficiently and accurately maintain all town records, to conduct state and local elections in accordance with state laws and the Lisbon Charter, to issue licenses and vital records and assist with dog licenses. The Town Clerk works collaboratively with the other town departments on the projects and reports requested by the Town Manager and the Town Council.

Finance & Tax

The Finance Department provides financial and operational support to the Town Manager, Council, and all other departments. Services provided include accounting, budgeting, long-range financial planning, cash management, debt issuance and post issuance management, audit coordination, and revenue collection. The Department also provides management support through analysis and reporting on the Town's general government fiscal transactions and monitors Lisbon's compliance to policies, regulations, procedures, and state and federal statutes. The Department is also responsible for compiling the Consolidated Annual Financial Report (CAFR).

The revenue collection duties of the department include the receipt of deposits from all town departments, including but not limited to motor vehicle excise tax, clerk fees, parks and recreation activities, transfer station fees, etc. The department also oversees collection and receipt of property taxes, with the Tax Collector issuing current year tax bills and filing liens, which are then enforced and collected by the Finance Director through the foreclosure process.

Here is the FY25 Finance department staffing:



FY24 marked the reinstatement of the Tax Collector as a separate full time position. The department also changed from having a Finance Assistant / Payroll Specialist to a Finance Specialist and outsourced payroll. Money was also budgeted and spent to replace the tax collection front window, upgrade accounting software, replace an outdated printer, and to test upgraded payment systems.

FY25 calls for continued work to move all payment systems to the updated accounting program as well as to explore options for enhanced payment options for residents. The FY25 Budget is largely flat compared to FY24, and no major financial requests have been made for the FY25 Budget overall.

Assessing/GA

For fiscal year 2025 the Assessing and General Assistance Departments will be managed and run by one Department Head.

We have combined the General Assistance Department with the Assessing Department. These departments will be managed by the Assessor and supported by an assistant.

Assessor:
The Municipal Assessor is an administrative officer, chosen by the municipality, but under the general supervision and control of the State Tax Assessor in the performance of their duties. Assessors value taxable property according to just value and assess each tax payer equally and fairly.

The Assessing Department has changed over the past few years and continues to grow as the town progresses. We went from a full time Assessor to a contracted Assessor with a full time assistant and now back to a full time Assessor. Moving forward, I would like the Assessing Department to communicate more with business owners. Having an open line of communication for the BETE/BETR programs and new or closed businesses will help benefit the town and businesses. With a part time Assessing Agent we can concentrate on educating the residents and businesses about property assessments and relief programs like exemptions.
The Assessing Department tries to have an open door policy for residents or business owners to ask questions and understand their assessments.

General Assistance:
The mission of the General Assistance Department is to administer a program to reduce the impact of poverty of people living in Lisbon by providing support services. The program must be administered in accordance with the locally enacted ordinance along with the State Statute 22 M.R.S.A. Title 22, §4301.

The vision going forward for the General Assistance Program is to have a consistent department and staff management of the program. The program has been tossed around to several different departments and employees and we want to streamline it. Going forward, the staff envisions more training and resource connections. Community involvement with local churches, food pantries, local hotels, and homeless shelters will be key. We want to have a relationship with several organizations that can help us with information and resources to help our residents. Having consistent faces and resources will help the program run smoother.

Code Enforcement

The offices of Code Enforcement are the first stop for anyone who wants to do anything related to the property that they own or rent. From installing sheds and pools to the construction of expansive commercial projects, our offices are normally involved in some way. In addition, the use of property is regulated by the ordinances of the town, and the CEO is the enforcement mechanism for attempting to gain compliance from those property owners who stray beyond the permitted uses of the zoning district.

The code officer is required by the state to be certified in any of the disciplines that they enforce. There are currently 5 building codes, 4 standards, Internal and external plumbing code, land use, Shoreland zoning, flood zone, and legal issues. The certification is accomplished by testing, and there is a requirement for continuing education for each of these topics.

In the last year we have made modifications to the office in an attempt to handle permits digitally. The result has added a code permitting software, development of a public access GIS mapping system, and a video set up on which building plans can be viewed and marked up digitally. This coming year we are looking at completing this by adding permitting capability online and a PC station at the front counter for permit submission and GIS accessibility.

The code office is also provides support to the Planning and Appeals Boards. For the Planning Board, we are responsible for creation of agendas, public and abutter notifications, public notice postings, and the paperwork associated with submissions, processing and completions. During this process and the meetings the code officer is the material expert regarding the ordinance

Police

Department Overview

The Lisbon Police Department is located at 300 Lisbon Street, Lisbon. Officers of the Lisbon Police Department patrol 24 square miles while providing law enforcement services to a population of approximately 10,000 people on a 24-hour basis 7 days a week.

There are two divisions within the Police Department, the Patrol and Criminal Investigations Divisions. Officers in the Patrol Division respond to calls for service requests as well as patrol our entire community; neighborhoods, business districts, and 77 miles of roads to proactively deter criminal activity and violations of law. The Criminal Investigation Division (CID) actively investigates all crimes, and suspicious activity that may lead to a crime, within our community. Our CID also works cooperatively with the Maine Drug Enforcement Agency (MDEA) in efforts to address the continuing infiltration of illegal drugs. The department also provides two School Resource Officers who work between the Lisbon Community School, Sugg Middle School, Lisbon High School, and Gartley Street School campuses. All officers work within the community policing philosophy to keep our community safe and take appropriate enforcement action when violations of law occur.

Mission

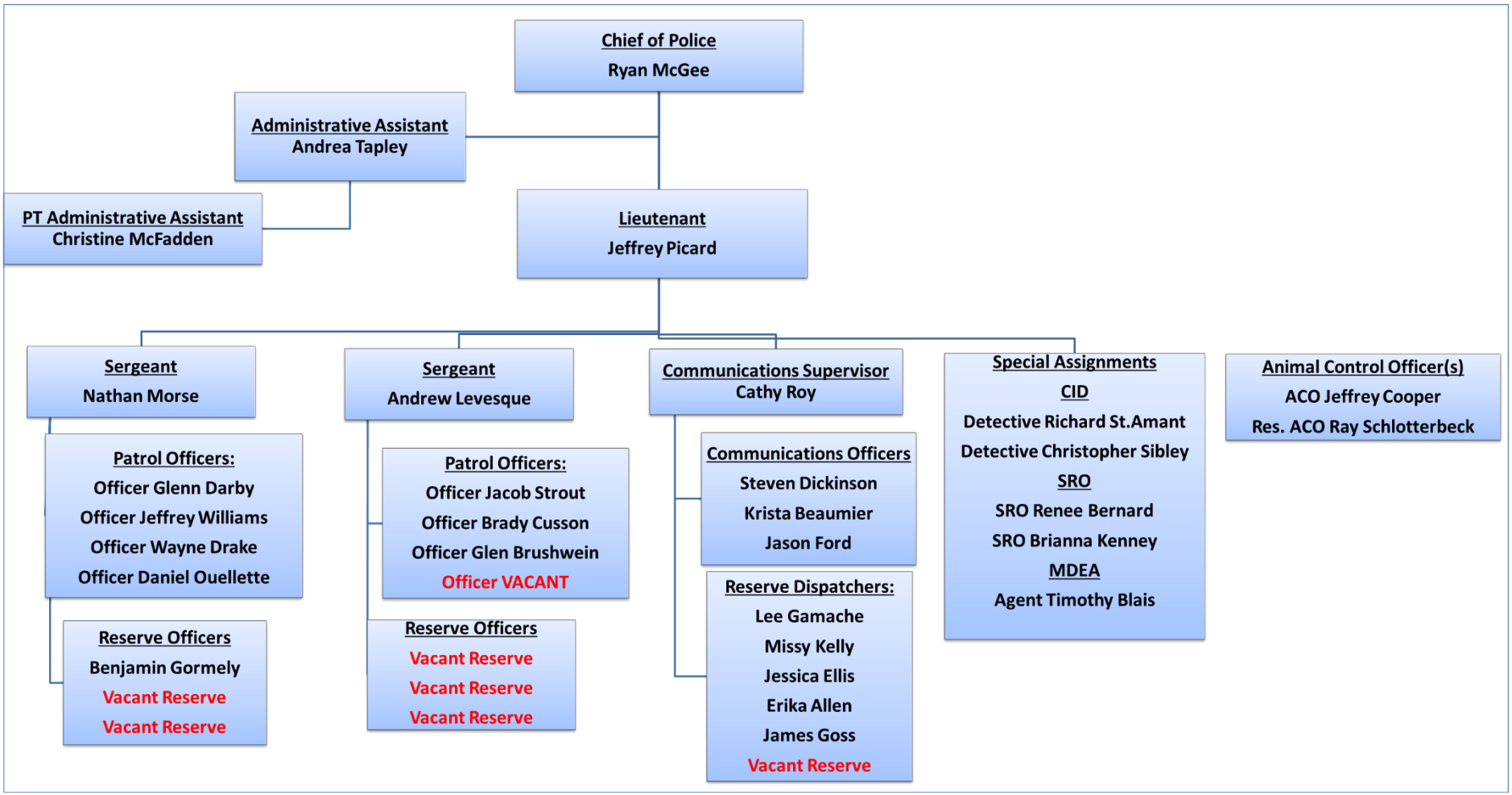
The mission of the Lisbon Police Department is to "Provide the highest quality of professional law enforcement services to all persons in our community". This is done while following our core values of **"Integrity, Respect, and Compassion".**

Staffing

The Police Department is currently staffed by 17 full-time law enforcement officers that include the Chief, Lieutenant, 2 Patrol Sergeants, 2 Detectives, 2 School Resource Officers, 7 Patrol Officers, and 1 K9 Officer. Last year the department obtained a full-time Maine drug enforcement agent (MDEA) position that is completely paid for by the State of Maine and reimburses all costs for your 17th officer who is assigned to the Maine Drug Enforcement Agency working for Lisbon.

The Lieutenant is responsible for supplementing and directing patrol-related duties while supervising support services personnel (Detectives, Animal Control, School Resource Officers, MDEA agent). The Patrol Sergeants' are tasked with the supervision of the full-time, and reserve Patrol Officers, as well as various other tasks as required. The School Resource Officers are assigned to the schools during the school year, making them unavailable for regular patrol scheduling. The SRO's return to the patrol force during school vacations and during the summer school break.

Non-sworn personnel include,1 full-time Administrative Assistant, 1 part-time (25 hour/week) administrative position, 1 full-time animal control officer, 1 part-time reserve ACO, and a part-time information technology (IT) position. The 25 hour/week administrative assistant's time is directed toward supporting the full-time position, addressing the unified court and district attorney's office needs, while also supporting the detective division.



The police department in 2021 handled 12,807 Calls for service, in 2022 the police department handled 14,799 calls for service. This past year in 2023 the police department handled 16,064 calls for service. Over the course of the last few years there has been a steady increase in calls for service. Moving forward increasing proactive enforcement and enhancing community policing are two important areas our department will be focusing on during FY25.

What the Budget provides:

Over **90%** of the police department budget is personnel wages and benefits. The remaining budget is allocated towards operating and office supplies, uniforms, cell and telephone charges, service agreements, gasoline and oil, tires, repairs and maintains all equipment and vehicles.

This year there are two increases to the budget that we believe are instrumental to the department. I am requesting to add a specialized Domestic Violence/Juvenile Detective Position, as well as a weekend daytime Patrol Sergeant position that would also work during voids in the other sergeant schedules.

The Domestic Violence/Juvenile Detective position request is prompted by the pressing need to address the complex and sensitive nature of cases involving domestic violence and juvenile offenses within our community.

The prevalence of domestic violence and juvenile-related incidents in our jurisdiction requires a specialized focus to ensure thorough investigations and support for victims. By establishing a dedicated Domestic Violence/Juvenile Detective position, we aim to enhance our department's ability to respond effectively to these critical cases. This position will also work with family services on investigations to ensure we are providing the most resources we can on these cases. This valuable position is a position that our PD once held, however we lost it after the retirement of that Detective years back.

Domestic violence cases often involve intricate dynamics that demand specialized training and expertise. A designated detective will be better equipped to navigate the complexities of these situations and meet with the District Attorney Victim advocates, SafeVoices regularly as well as other victim advocates ensuring comprehensive investigations and, ultimately, better outcomes for victims.

Additionally, addressing juvenile offenses requires a nuanced approach that considers rehabilitation and prevention. A dedicated detective focusing on juvenile cases will facilitate early intervention strategies, community engagement, and collaboration with relevant agencies to address the root causes of juvenile delinquency.

The addition of this specialized detective position aligns with our commitment to providing a safer environment for all residents. It reflects our dedication to improving the handling of cases involving vulnerable populations, contributing to the overall well-being of our community.

I believe that this addition will not only strengthen our capacity to address specific challenges but also underscore our department's commitment to proactive and community-oriented policing. I appreciate your consideration of this proposal, to bring back the third specialized Detective that we once had here at the Lisbon Police Department.

The request for a third Patrol Sergeant is crucial for addressing the growing demands on our department, particularly during weekend dayshifts and other times when a supervisor is not on duty.

In recent years, our community has experienced a increase in call volume, with over 16,000 calls for service in 2023. With the mental health calls we are responding to, and the noteworthy incidents, such as a homicide within our community, a mass shooting in Lewiston, and the largest manhunt in the state of Maine right here in Lisbon, underscore the escalating challenges faced by your police department.

While the department previously operated with three sergeants in years past, it's essential to recognize the changing landscape and demands in police work. The current call volume and population surpass those of earlier years, necessitating an adjustment in our personnel structure. The addition of a Sergeant position will enhance supervision on the road with our officers and increase our capacity to respond effectively to emergencies and maintain public safety within our community while reducing liability.

Effective leadership and supervision are integral to fulfilling our commitment to ensuring the highest level of safety and professionalism in our community while reducing legal liability. The proposed Sergeant position will provide essential oversight during weekend daytime hours and other shifts where there is no supervisor coverage. This will enable our officers to perform their duties efficiently and uphold the standards of excellence that our community expects.

The most recent Maine Police Employment data states that for a community of our size, we should ideally have 1.93 officers per 1,000 population. Given that Lisbon has just under 10,000 residents, the data indicates that we should have approximately 19 full-time officers for our community. By adding this Sergeant position along with the Detective Position, we aim to bring our police department in line with the recommended ratio of the Maine Police Employment data, as well as providing the necessary resources to our department and our community. This adjustment will not only enhance our ability to respond effectively to incidents but also contribute to the overall safety and well-being of our residents.
Ensuring that our police department is adequately sized is essential for maintaining a proactive and community-oriented approach to policing. This addition will enable us to better address the diverse needs of our community and uphold the standards of safety and professionalism that our residents expect.

The last increase that you will recognize in the proposed budget is the Equipment line item. We have learned that we do not have adequate equipment needed for a serious incidents when the department is called in. In this budget we have requested an increase to the equipment line to fund equipment in order to better prepare our Officers in a lethal deadly force situation.

Fire

The Lisbon Fire Department is an all hazards response agency. It responds to all types of fires, including residential fires, car fires, brush/woods fires, and industrial type fires; rescue type calls such as extrication at car accidents, water rescue, and ice rescue; hazardous condition calls, such as power lines, carbon monoxide calls, gas leaks, and fuel spills; and certain medical emergencies within the Town of Lisbon.

The fire department budget funds the purchase of equipment, vehicles, and maintenance of. The fire service is a reactionary force, which means we need to be proactive in replacing equipment as it gets close to its end of life. Also obtaining equipment to deal with new and ever changing hazards.

The budget covers mandatory annual testing of fire pumps, self-contained breathing apparatus, ladders, and hoses. This year, a new line was created just for this purpose for easy of tracking.

Funding also covers the training and continuing education of all firefighters. Emergency services is an ever evolving world. It's important that your responders are kept up on the skills and information needed to face these challenges.

In this year's budget you'll see that there is a request for additional full time firefighters. This request is for an additional 2 positions. This would increase the full-time staffing from 2 per shift to 3 per shift (two 12 hour shifts, 6am to 6pm). This would bring us closer to the NFPA nationally recognized staffing levels, closer to the OSHA 29CFR 1910.134 standards, and reduce response times.

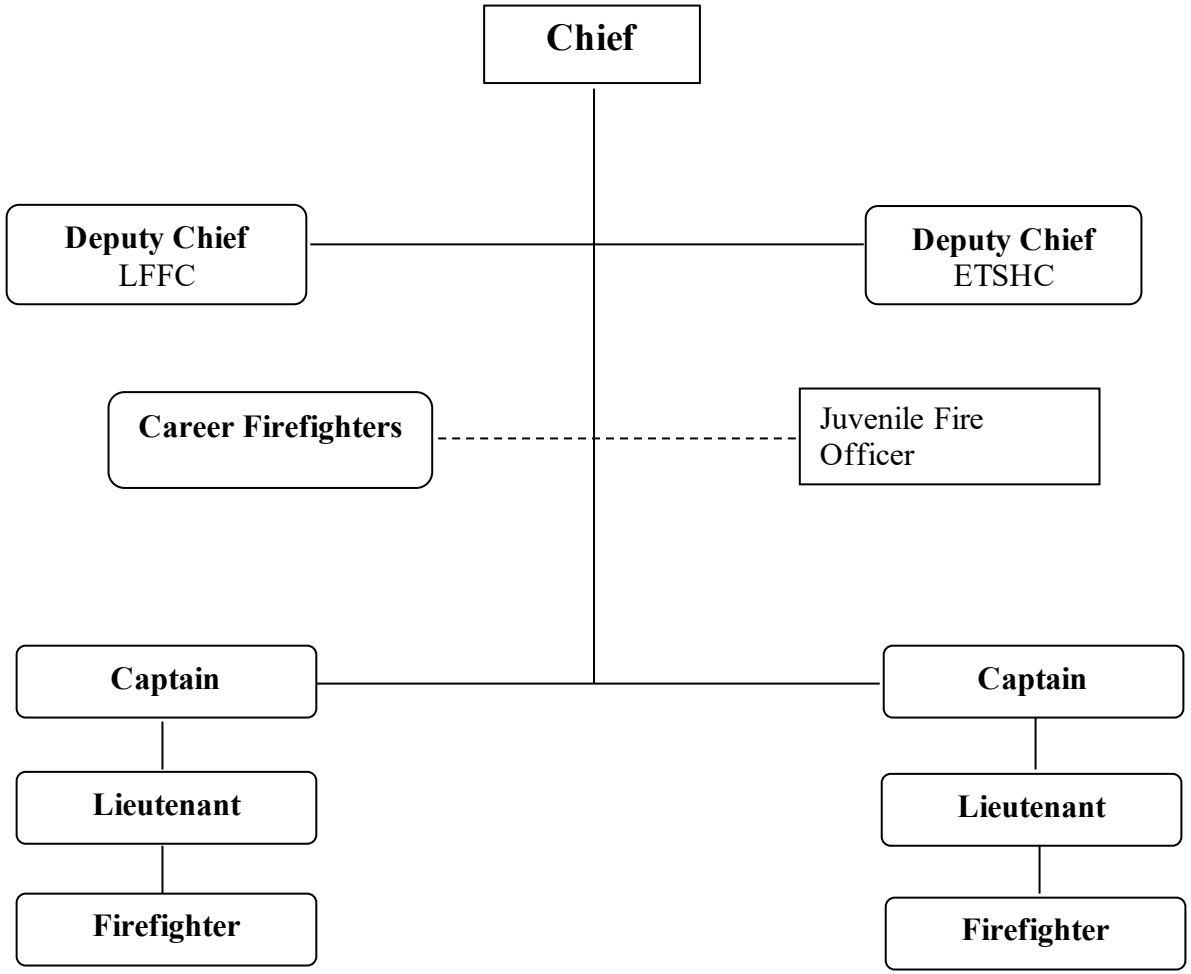
During the budget process for fiscal year 2022, the Fire Department requested funds have 3 per-diem firefighters on duty. This was to provide adequate coverage during the day where there was a lack of available call firefighters. 3 firefighters on duty allows for a quicker response to an emergency. Fire grows quicker with today's materials, making the time frame for survival in a fire shorter than in the past. As the OSHA regulations require minimum staffing prior to operating in certain dangerous environments, 3 on duty gets us closer to these requirements.

During a budget workshop, for fiscal budget 2022, Council decided to proceed with a single full-time position instead of the 3 per-diem slots. One councilor stating that this was the direction we needed to go.

Over the past few years the town has agreed to continue the funding and growing of this program for the safety of our community.

Town of Lisbon
Fire Department

Organizational Chart



Animal Control

The Lisbon Animal Control Department is committed to providing humane enforcement services to our community. Our services include responding to various animal-related calls, taking appropriate actions when necessary, transporting injured animals to local veterinary offices or shelters, conducting licensing enforcement and inspections, investigating cases of animal abuse, neglect, or cruelty, and handling calls related to nuisance cats or dogs. We also investigate aggressive animals, and rabies concerns, and address issues such as stray animals, animals running at large, excessive barking, and ensuring that animals have proper shelter, food, and water.

In addition to serving the town of Lisbon, our Animal Control Department extends its services to the neighboring communities of Sabattus, Durham, and Bowdoin through contractual agreements.

Staffing:
Our department is staffed by one full-time Animal Control Officer and one part-time officer to cover shifts during full-time unavailability. All unified court and district attorney requirements of the Animal Control Officer are overseen by the police department staff, and the Animal Control Officer is dispatched by the Lisbon Communications Center.

Budget Overview:
The budget allocated to the Animal Control Department covers personnel wages and benefits, the annual contract with the Coastal Humane Society animal shelter, uniforms, cell phone expenses, veterinary services, and the maintenance of equipment and vehicles. This year, we are replacing the Animal Control vehicle, a 2015 Ford F150, which has served us well but now has over 133,000 miles. The town of Lisbon has Animal Control service contracts with Sabattus, Bowdoin, and Durham, generating approximately $43,479.61 in revenue for FY2025.

Capitol Improvement costs:
Last year we did not replace the ACO vehicle, when it was slated to be replaced due to budget cuts. This year we are in a position where this vehicle has over 138,000 miles and repairs are adding up. The current ACO vehicle is a 2015 Ford F150. The ACO truck serves 4 communities and we need to ensure the ACO has a reliable truck to respond to calls. The estimated costs to replace the F150 and the outdated equipment in the vehicle is approx. $51,500 for the truck and $27,400 for the replacement of the equipment and upfit costs.

Community Involvement:
We encourage the public to reach out if there are concerns regarding animal welfare and safety. Your support and commitment to the well-being of our furry friends are crucial, and we appreciate the strong community bonds that make our efforts effective. This coming year we will once again be looking into putting on a vaccination clinic with the Midcoast Humane Society here in our community.

I am pleased to present the annual statistical report on animal-related issues handled by the Animal Control Department in our community over the past year. In total, we addressed 660 calls for service, showcasing our commitment to ensuring the safety and well-being of both residents and animals.

Here is a breakdown of the various animal-related issues that were handled by our Animal Control Department:

Missing Animals: This category includes instances where pets or domestic animals were reported as missing. The department successfully assisted in locating and reuniting animals with their owners.

Cat Complaints: Concerns related to cats, such as strays, nuisances, or other issues, were addressed promptly to maintain a harmonious community environment.
Cruelty: Cases involving animal cruelty were investigated thoroughly, and appropriate actions were taken to ensure the welfare of the animals involved.
Dog Bites: Incidents of dog bites were handled with urgency, emphasizing public safety and responsible pet ownership.
Barking Dog: Reports of excessive dog barking were addressed to maintain a peaceful neighborhood and ensure the well-being of both pets and residents.
Dangerous Dog: Cases involving potentially dangerous dogs were carefully assessed, and necessary measures were taken to mitigate potential risks.
Loose Dog: Instances of dogs roaming without proper supervision were managed to prevent accidents and conflicts within the community.
Rabid / Suspected (8 cases): The department dealt with eight cases related to rabid or suspected animals, implementing measures to protect public health and safety.
Wildlife: Concerns regarding wildlife, including potential threats or nuisances, were addressed to maintain a balanced ecosystem and ensure community safety.
Assist Other Agency: Collaborations with other agencies were conducted to provide comprehensive support for various animal-related issues.
Animal Trespass: Incidents involving animals trespassing onto private property were handled to uphold property rights and prevent conflicts.

Communications Center

The Lisbon Communications Center operates 24/7/365, demonstrating a commitment to providing continuous response to citizen walk-in requests and offering communication services for all of Lisbon's public safety agencies, including Police, Fire, Animal Control, and the local EMS provider, Lisbon Emergency.

Extensive Communication Network:
The Communication Center goes beyond local communications by maintaining radio capabilities with key departments when needed, such as the Lisbon School Department and Public Works. Furthermore, it has established radio communication links with external agencies, including the Androscoggin County Sheriff's Department, Sagadahoc Sheriff's Departments, Androscoggin County Emergency Management Agency, Lewiston Police Department, Statewide frequencies, State Police, Topsham PD, United Ambulance, Durham Fire Dept., and numerous other agencies.

Dedicated Staff:
The Communications Center is staffed with a team of 4 full-time communications officers, with one serving in the vital role of a working "Communications Supervisor." Additionally, there are 6 part-time reserve communications officers. This dedicated team ensures the efficient operation of the Comm. Center around the clock. This past year in 2023 the Lisbon Communication Center handled 16,064 calls for service. This was the highest call volume in the past three years, with 14,799 calls in 2022 and in 2021 handled 12,807 calls.

Budget Overview:
The budget allocation is a testament to the department's focus on personnel, with 97.7% dedicated to wages and benefits. This highlights the priority placed on securing a skilled and committed team to manage emergency communications. The remaining 2.3% supports critical operational aspects, including uniforms, recruitment efforts, telephone services, supplies, and the repair and maintenance of equipment.

Conclusion:
The Lisbon Communications Department plays an indispensable role in our community's safety and well-being. The commitment of the Communications Center staff, coupled with the strategic communication network established, ensures that help is efficiently dispatched where and when it is needed most. We appreciate the dedication of our personnel who are highly familiar with our community and the high standard of emergency communication services they provide.

Public Works

The Lisbon Public Works Department serves nearly 10,000 residents who rely on the Town to deliver some of its most essential services. The department operates with a strategic vision aimed at ensuring the safety and convenience of its citizens, while striving for efficiency and cost effectiveness during each task or project.

In the past fiscal year, the Town allocated a significant portion of its budget - approximately $435,000 out of $475,000 - to repave Littlefield Road. This project showcased the Town's dedication to improving its roadways and infrastructure, while enhancing the charm of our growing community.

Looking ahead to the next fiscal year, the Public Works Department would like to focus efforts on a total reconstruction of Maple and High Streets where the roads will be resurfaced, new curbings and sidewalks will be installed and ADA detection will be added to cross streets. This initiative is in line with the department's road resurfacing program and reflects the town's proactive approach to urban development, prioritizing pedestrian safety and accessibility.

Central to the Public Works Department's mission is the maintenance and repair of the town's roads. Though a comprehensive program, the department addresses issues promptly, ensuring that residents and visitors can safely travel the roadways. Additionally, a culvert replacement program is in place, safeguarding against potential infrastructure hazards and prompting the longevity of vital drainage systems lessening the town wide impacts from ever-increasing natural hazard events.

During summer and fall, the Public Works Department implements a proactive approach to town upkeep. Through strategic trimming and maintenance, overgrowth along roadsides is controlled to maintain curb appeal and safety among the sidewalks. Public spaces are well manicured and maintained. During the winter months, staff work around the clock to combat icy conditions and to keep the roads safe for all motorists. As the season's transition and spring arrives, the Public Works Department shifts its focus to clearing away the remnants of winter. With sweeping operations spanning the entirety of Lisbon, roads are meticulously cleansed of debris.

The department intends to continue to upgrade equipment to be used by well trained staff whenever possible. By keeping operations in-house, such as employing a full-time mechanic to work on our own large equipment (plow trucks, fire trucks, etc.), the department not only maximizes efficiency but also delivers substantial cost savings to the townspeople.

With increasing equipment and repair costs, embracing a spirit of innovation and fiscal responsibility, the department plans to implement a phased leasing program for their fleet of vehicles. Additionally, leasing a new street sweeper, to work in tandem with their existing fleet, will double their sweeping capacity and efficiency. The cost of leasing the sweeper rather than purchasing will prove to lessen the financial impact to residents, especially since maintenance is included in the lease limiting unexpected costs over the years. Another area to be explored this fiscal year is making the transfer station more revenue neutral.

The Public Works Department reaffirms its commitment to excellence, innovation, and above all, the well-being of the community it serves. We will make choices in the best interest to the tax-payers by evaluating each purchase or lease carefully to be sure we maximize the department's operational budget.

Library

Overview

The Lisbon Library provides essential services to many members of our community, far beyond the checking out of books and movies many normally think of when considering library services. We offer a comfortable space to sit and think, a place to chat with others, and a place to bring our children when we need a change of

scenery. We offer programs and events that educate and entertain, that allow us to make connections with others in our community, and share the things that bring us joy and excitement.

In fiscal year 2023-2024, the Lisbon Library saw our total circulation numbers rise 25% from the previous year, and even surpassed pre-pandemic levels by 8%. Attendance at our more than 260 programs for children, teens and adults is on track to surpass 2,100 participants, a record for us in the post-pandemic period. We have continued existing programs like the annual Summer Reading program and LEGO Building nights, relaunched popular programs like our monthly Book Group and Home Delivery Program for senior citizens, and added new programs like our partnership with the Lisbon Artist Collective series of children's crafts, our informal "Crafternoon" meetings, and our "Shelf Help" recommendation service, providing a variety of options for our residents to enjoy. Despite adding shelving throughout the Library, we are essentially at capacity and are assessing creative ways we can continue to meet the needs of our patrons for access to materials.

Much of this growth in circulation is due to the increasing demand from families for children's books that support early literacy efforts, and these materials accounted for almost 60% of our total circulation during this fiscal year, when historically it has only been 35%-45% of total circulation. To meet this increased demand, we have expanded children's materials to include more graphic novels, science and nature Discovery Kits, and audio books, and we are in the process of updating the nonfiction section to ensure we are providing accurate and timely information to these patrons.

We've also seen a small but growing shift towards electronic content such as eBooks and downloadable audio books, as more patrons rely on their smart phones and other devices to access materials they would have checked out in physical form only a few short years ago. The Lisbon Library provides access to both the Maine State Library's "Cloudlibrary" app as well as our own "Boundless" app for these digital materials, and are slowly continuing to grow this part of our collection. Unfortunately, eBook licenses are much more expensive than the comparable physical books, so we cannot acquire them as quickly or as often as we might wish. The library is currently looking at how this may impact our budget over the long term, and ways that we might mitigate these increased costs over time.

Staffing

Currently, the Lisbon Library has five full-time staff: a Library Director, an Assistant Library Director, a Children's Librarian, a Patron Services Assistant, and a Cataloging/Technical Services Assistant. For the fiscal 2024-2025 budget, all five library positions would be adjusted to fit within the Town's new proposed Grade/Step matrix, keeping the positions aligned with similar roles across other departments. This adjustment accounts for the majority of the increase to the Library's overall budget, and has been partially offset by smaller cuts in select other budget lines. In addition, I am proposing small changes to two of these job titles and job descriptions: Patron Services Assistant and Cataloging/Technical Services. This would bring them closer in line with their actual roles and responsibilities as they have been performed, reflect the special knowledge and expertise the roles require, and allow us to attract or retain highly skilled individuals for these essential roles.

The Patron Services Assistant is currently a Grade D position, and would be changed to a Grade E "Librarian – Circulation" position, reflecting the importance of having a dedicated staff member who is actively looking for ways to ensure the Library has the best materials available for as many people as possible, while also focused on retaining and replacing materials that are lost or damaged.

The Cataloging/Technical Services position is also currently a Grade D role, and would be changed to a Grade E "Cataloging Librarian" position. Having a knowledgeable and skilled cataloging librarian is essential to the functioning of the Library, as they are not only tasked with the physical processing of materials, but also with following standards at the state and consortium levels to ensure accurate and precise database records are developed and maintained to provide consistency with libraries across the state. Without these accurate records, it becomes extremely difficult for our patrons and staff to utilize the library efficiently, and limits the scope of services we can offer.

Conclusion

Looking forward, I am confident that the Lisbon Library will continue to source library materials at the lowest possible cost from a variety of vendors, and that we will partner with other town departments, nonprofits, and community groups to strengthen and grow the relationships within our community. A major goal for the Library is to look for ways to reach those members of the community that may not be aware of the wide range of services we offer, and anticipate future needs. I anticipate that our circulation and attendance will continue to rise, especially in the children's room, and that we will need to adapt to new technologies, as physical media such as DVDs and CD audio books are phased out in favor of streaming or cloud-based data storage. With the budget outlined here, I believe we will be well-situated to offer high-quality library services on par with libraries in much larger towns in Maine.

Parks & Recreation

Department Overview/Mission:

The Lisbon Parks and Recreation Department is dedicated to providing exceptional service, recreational programs, and outdoor spaces that enrich the lives of our community residents. Our mission is to create safe, healthy environments that cater to the diverse needs of our participants and enhance their overall quality of life. We offer a wide range of programs and facilities, including year-round youth sports programming, Before and After School programming, Summer Day Camps, summer sports camps, fitness classes, self-defense classes, and senior recreational programming, including meals. We also offer a 24-7 Fitness Center facility and rental of community center spaces. We manage and maintain Parks, trails, cemeteries (three), as well as over sixty "green" spaces throughout Lisbon, Lisbon Center and Lisbon Falls. In addition we are honored to coordinate the world famous Moxie Festival. We have program fees to recapture expenses for our programming, and work to keep fees inline with market value while also being accessible to our families and community.

Staffing:

The Department is staffed by one full-time Director, one full time Assistant Director, one full time Maintenance Supervisor, one full-time office admin/programmer, one full time Senior Events Coordinator and one full time Parks Laborer. We have part-time positions for After School and Before School staff. Nearly 65 other staff are comprised of coaches, park maintenance workers; supervisors and summer day camps staff, and program coordinators. These part-time staff members are the first line of interaction with our customers, and are the role models and leaders who make our programs great. It is important to note that we have grown quickly and consistently over the past several years and this growth does not seem to be slowing any time soon. With gratitude, we rely heavily on other town departments to be successful in our mission.

Goals & Achievements:

Our unwavering commitment revolves around the core values of "Children, Family, Community." Over the past year, we've made significant strides in enriching the lives of our residents. Notable achievements include the introduction of new swim, self-defense, yoga, and vacation camp programs, catering to diverse interests and needs within our community.

Furthermore, we are thrilled to report that our recent Moxie Festival was both a resounding anecdotal success and a fiscal triumph, marking it as the most successful on record. This achievement not only celebrates our community's spirit but also underscores our department's ability to organize and execute impactful events that bring joy to residents and visitors alike.

Additionally, we are immensely proud to share that our department received the prestigious "William V Haskell Distinguished Professional of the Year" award from the Maine Recreation and Parks Association.

As we move forward, we remain committed to upholding our mission of serving the needs of children, families, and the broader community, fostering a vibrant and inclusive environment for all to thrive.

Moving Forward:

As our community grows in 2025, we plan to add four additional seasonal staff to our summer recreation programs to support ever-increasing enrollment, as well as one part-time after school staff person.

We will enhance opportunities for recreation at Beaver Park by replacing the outdated playground with a new, safe, and accessible playground, as well as build bathrooms for staff, a new roof on the cabin, and replacement of an outdated parks vehicle.

We will continue to utilize our New Programs accounts to explore additional activities through the year that arise by community input. We also will continue to expand our Senior Programming to include greater outreach and volunteer-based opportunities for elderly in need of community support.

Sewer

Department Overview

The Sewer Department is responsible for the operation and maintenance of the wastewater treatment plant, twelve pumps stations, and approximately 35 miles of sewer mains. The treatment plant receives an average of 700,000 gallons of raw wastewater per day, treats it and then discharges it to the Androscoggin River. On average, the treatment plant generates 800 tons of dewatered sludge per calendar that is currently being disposed of in a landfill.

Mission

The primary goal of the Sewer Department is to protect our natural resources through the effective and efficient collection and treatment of the waste water discharged by the residential, industrial and commercial members of the Lisbon community that are connected to the sewer system.

Staffing

The Sewer Department comprises of the Superintendent, Sewer Billing Clerk/Administrative Assistant, Maintenance Supervisor, Lab Technician and two Operators.

Achievements

During FY24 the sewer replacement project on Main Street was the department's largest achievement. Minus raising the manholes as part of the paving portion of the overall project, the sewer replacement project is complete. A new portable generator was purchased to replace the current 45 year old generator. Based on the severity of the storms that have been occurring during this fiscal year, the decision was made to keep the old generator to assist with the power issues caused by these storms. Staff has remained busy constantly looking at ways to improve efficiency with how equipment breakdowns or failures are managed, by maintaining spare parts, tools and ensuring any other materials necessary to complete repairs and most tasks are on hand when needed.

Fiscal Year 2025 Goals

For FY25 the department will continue to evaluate our procedures and processes to make improvements where necessary. We will be starting the screw press project during the year, which will require some adjustment to our operations to facilitate this work. This will present challenges that will require more time using non-typical

methods to reach the same goal, this should prove to be both interesting and a beneficial learning experience for our staff who will experiencing these challenges for the first time.

The transition of the sewer billing process from TRIO into MUNIS is ongoing and once complete should simplify the process and allow the sewer-billing clerk to spend more time working on other tasks.

Economic Development

Department Overview & Mission

The department of Economic and Community Development (ECD) is responsible for the delivery of services that promote increased economic opportunities for the people and businesses of Lisbon.

The overall mission of the department is to promote economic development & community vitality in the Town of Lisbon through the attraction of new business and the retention of existing business. This will be accomplished by providing the resources that enable development and promote the Town of Lisbon as a place to Live-Work-Play-Eat-Shop.

Economic Development services focus on business start-up, retention, expansion and attraction projects that result in private sector investment and job creation. The ECD department offers financial & technical assistance through resources as well as a listing of available sites for expansion or developing.

The Town of Lisbon has its own Commercial Lending program through the Revolving Loan Program. The ECD department is responsible for maintaining the loan software program as well as all loan reporting.

This year we are adding a part time Community Development Specialist who will be funded by the Dingley TIF remaining funds for 5 years per council approval.

The ECD budget over the past eight years has been funded through a TIF (Tax Increment Financing District) and was extended by Council for an additional five years ending in FY23.

Memberships to various Economic & Community Development Organizations
Marketing
Professional Training
Office Supplies for the day-to-day operations of the department

This budget proposal is to fund 50% of this department through the balance in the TIF and another 50% on a tax impact.

PROPOSED FY25 BUDGET
COMPARED TO FY24 ADOPTED BUDGET

GL	Department Name	Account Description	2025 Manager Budget	2024 Budgeted	2023 Actuals
12020000-40001	Treasury	Real estate and personal prope	($15,860,256.07)	($15,902,055.59)	($13,937,805.10)
12020000-40002	Treasury	In lieu of property taxes	($9,500.00)	($9,000.00)	$0.00
12020000-40004	Treasury	Supplmental Real & Prop Taxes	($11,000.00)		($12,565.25)
12020000-40020	Treasury	Motor vehicle excise taxes	($1,900,000.00)	($1,600,000.00)	($1,840,742.32)
12020000-40021	Treasury	Boat excise taxes	($7,000.00)	($7,000.00)	($6,496.10)
12020000-40030	Treasury	Interest/Penalties on Taxes	($36,000.00)	($36,000.00)	($28,412.72)
12020000-40160	Treasury	Agent Fees	($45,000.00)	($40,000.00)	($43,398.01)
12020000-40226	Treasury	State revenue sharing	($2,485,702.37)	($2,220,323.00)	($2,428,874.11)
12020000-40227	Treasury	Urban road initiative program	($102,000.00)	($101,000.00)	($101,096.00)
12020000-40230	Treasury	Homestead exemption	($860,000.00)	($860,015.49)	($702,905.00)
12020000-40231	Treasury	Veterans Reimbursement	($10,000.00)	($10,000.00)	$0.00
12020000-40232	Treasury	Tree Growth Reimbursement	($17,000.00)	($16,000.00)	($16,866.08)
12020000-40233	Treasury	BETE Reimbursement	($300,000.00)	($250,596.17)	($281,234.00)
12020000-40235	Treasury	State Road Revenue	($21,500.00)	($21,727.00)	($21,728.31)
12020000-40260	Treasury	Fax Revenue	$0.00	$0.00	($12.00)
12020000-40261	Treasury	Copier Revenue	$0.00	($250.00)	($99.60)
12020000-40262	Treasury	NSF Fees		($500.00)	($130.00)

12020000-40901	Treasury	Sewer Dept Admin Reimbursement	($21,364.66)	($18,287.00)	$0.00
12020000-40902	Treasury	Sewer Dept Benefit Reimburseme	($4,976.20)	($6,071.00)	$0.00
12020000-40903	Treasury	Water Dept Admin Reimbursement	($14,995.21)	($14,192.00)	($12,685.75)
12020000-40904	Treasury	Water Dept Benefit Reimburseme	($4,482.15)	($5,122.00)	($5,239.63)
12020000-40905	Treasury	Water Dept IT Reimbursement	($5,000.00)	($4,800.00)	($5,201.20)
12020000-40906	Treasury	Water Dept Insur Reimbursement	$0.00	($19,593.00)	($17,763.00)
12020000-40991	Treasury	Misc Revenue	($1,500.00)	$0.00	($7,225.44)
12020000-40992	Treasury	MEMIC Dividend	($18,000.00)	$0.00	($17,304.95)
12020000-40993	Treasury	Unemployment Dividend	($6,000.00)	$0.00	($5,444.00)
12020000-44409	Treasury	Investment earnings	($250,000.00)	($100,000.00)	($162,407.05)
12020000-48016	Treasury	COVID State Recovery Funds	$0.00	$0.00	$0.00
12020000-48033	Treasury	Insurance Claim Revenue	($5,000.00)	$0.00	($13,786.85)
12020000-53943	Treasury	LRAP Expense	$0.00	$0.00	$20,275.00
12020500-50108	Elected Officials	Elected Officals	$24,800.00	$22,583.00	$19,572.50
12020500-50202	Elected Officials	Workers Comp Insurance	$89.28	$92.00	$74.15
12020500-50230	Elected Officials	FICA Employer Costs	$1,959.20	$1,727.60	$1,492.28
12020500-50301	Elected Officials	Office Supplies	$250.00	$250.00	$230.24
12020500-50306	Elected Officials	Postage	$50.00	$50.00	$0.00

12020500-50307	Elected Officials	Advertising	$750.00	$0.00	$653.21
12020500-50326	Elected Officials	Donations Expense	$5,000.00		$0.00
12020500-50401	Elected Officials	Professional Development	$500.00	$500.00	($395.00)
12020500-50960	Elected Officials	Employee Recognition	$6,200.00	$6,200.00	$4,259.97
12021000-50101	Town Manager	Town Manager	$118,965.00	$113,300.00	$103,853.59
12021000-50104	Town Manager	Non Supervisory	$190,688.00	$177,842.00	$149,736.10
12021000-50107	Town Manager	Administrative	$0.00	$48,735.00	$49,196.52
12021000-50201	Town Manager	Unemployment Costs	$162.30	$236.00	$0.00
12021000-50202	Town Manager	Workers Comp Insurance	$2,159.23	$4,850.00	$5,336.63
12021000-50210	Town Manager	MEPERS - Employer Share	$30,259.64	$34,667.45	$32,935.91
12021000-50220	Town Manager	Health Insurance	$43,384.32	$31,427.43	$31,873.95
12021000-50230	Town Manager	FICA Employer Costs	$24,452.59	$34,667.45	$22,967.45
12021000-50301	Town Manager	Office Supplies	$2,000.00	$2,000.00	$2,384.44
12021000-50306	Town Manager	Postage	$100.00	$75.00	$158.79
12021000-50307	Town Manager	Advertising	$1,000.00	$1,000.00	$134.03
12021000-50349	Town Manager	HR Recruitment	$0.00		$0.00
12021000-50352	Town Manager	Cell Phone/Allowances	$1,260.00	$1,260.00	$1,050.00
12021000-50401	Town Manager	Professional Development	$7,000.00	$7,000.00	$1,854.14

12021000-50402	Town Manager	Dues and Memberships	$2,000.00	$2,000.00	$1,913.00
12021000-50413	Town Manager	Mileage/ travel reimbursement	$6,000.00	$6,020.00	$4,925.46
12021000-50451	Town Manager	Contracted Professional Servic	$5,000.00	$5,000.00	$3,175.00
12021000-50452	Finance	Audit services	$17,500.00	$12,934.00	$18,183.33
12021500-50108	Appeals Board	Elected Officials	$788.00	$788.00	$393.90
12021500-50202	Appeals Board	Workers Comp Insurance	$1.00	$4.00	$2.58
12021500-50230	Appeals Board	FICA Employer Costs	$62.25	$60.28	$30.22
12021500-50301	Appeals Board	Office Supplies	$50.00	$50.00	$1.60
12021500-50306	Appeals Board	Postage		$50.00	$0.00
12021500-50307	Appeals Board	Advertising	$250.00	$250.00	$42.45
12021500-50401	Appeals Board	Professional Development		$140.00	$0.00
12021600-40265	Planning Board	Planning/Appeals Fees	($3,000.00)	$0.00	($3,650.00)
12021600-50104	Planning Board	Non Supervisory	$0.00	$0.00	$0.00
12021600-50108	Planning Board	Elected Officials	$5,300.00	$5,250.00	$5,279.72
12021600-50202	Planning Board	Workers Comp Insurance	$1.00	$25.00	$22.60
12021600-50210	Planning Board	MEPERS - Employer Share	$0.00	$0.00	$0.00
12021600-50230	Planning Board	FICA Employer Costs	$418.70	$402.00	$404.08
12021600-50301	Planning Board	Office Supplies	$50.00	$250.00	$24.50

12021600-50306	Planning Board	Postage	$75.00	$200.00	$75.41
12021600-50307	Planning Board	Advertising	$1,000.00	$1,000.00	$1,298.82
12021600-50401	Planning Board	Professional Development	$400.00	$400.00	$70.00
12021600-50451	Planning Board	Contracted Professional Servic	$0.00	$27,679.20	$12,320.80
12022000-50450	Legal	Legal expense	$70,000.00	$70,000.00	$41,586.63
12022000-50451	Other	Contracted Professional Servic	$0.00	$0.00	$2,169.70
12022500-40100	Clerk	Business licenses	($20,000.00)	($18,500.00)	($23,447.50)
12022500-40110	Clerk	Clerk Fees	($250.00)	$0.00	($230.23)
12022500-40112	Clerk	Vital Records	($8,500.00)	($9,000.00)	($8,782.60)
12022500-40113	Clerk	Animal Licenses	($750.00)	($750.00)	($487.00)
12022500-40263	Clerk	Notary Fees	($2,000.00)	$0.00	($2,098.00)
12022500-50102	Clerk	Department Head	$67,891.20	$64,272.00	$61,543.72
12022500-50104	Clerk	Non Supervisory	$46,158.40	$51,903.00	$37,445.81
12022500-50130	Clerk	Temporary/seasonal	$7,500.00	$10,000.00	$5,895.99
12022500-50140	Clerk	Overtime wages	$1,500.00	$2,600.00	$1,133.35
12022500-50201	Clerk	Unemployment Costs	$91.80	$239.00	$0.00
12022500-50202	Clerk	Workers Comp Insurance	$1.00	$603.00	$551.97
12022500-50210	Clerk	MEPERS - Employer Share	$6,721.23	$10,330.00	$10,144.37

12022500-50220	Clerk	Health Insurance	$17,070.08	$15,303.70	$13,889.26
12022500-50230	Clerk	FICA Employer Costs	$9,957.92	$9,852.00	$7,766.35
12022500-50301	Clerk	Office Supplies	$2,500.00	$5,300.00	$2,623.63
12022500-50302	Clerk	Operating supplies	$100.00	$0.00	$0.00
12022500-50306	Clerk	Postage	$3,000.00	$4,200.00	$1,415.09
12022500-50307	Clerk	Advertising	$800.00	$1,800.00	$261.63
12022500-50308	Clerk	Printing	$4,000.00	$5,200.00	$1,416.28
12022500-50352	Clerk	Cell Phone/Allowances	$420.00	$420.00	$420.00
12022500-50401	Clerk	Professional Development	$2,750.00	$2,000.00	$1,183.50
12022500-50402	Clerk	Dues and Memberships	$750.00	$400.00	$315.00
12022500-50412	Clerk	Meals and Lodging	$1,200.00	$1,010.00	$0.00
12022500-50413	Clerk	Mileage/ travel reimbursement	$1,000.00	$450.00	$221.21
12022500-50451	Clerk	Contracted Professional Servic	$18,500.00	$2,260.00	$0.00
12022500-50455	Clerk	Profesional Services	$9,450.00	$10,450.00	$0.00
12022500-50536	Clerk	R&M: Equipment	$3,750.00	$2,800.00	$1,196.00
12022500-50710	Clerk	Equipment	$4,250.00	$0.00	$4,545.00
12023000-50102	Finance / Tax	Department Head	$100,646.00	$90,281.00	$87,835.93
12023000-50104	Finance / Tax	Non Supervisory	$88,540.40	$94,946.80	$90,743.60

12023000-50140	Finance / Tax	Overtime wages	$2,500.00	$1,500.00	$3,291.77
12023000-50201	Finance / Tax	Unemployment Costs	$129.60	$177.00	$0.00
12023000-50202	Finance / Tax	Workers Comp Insurance	$1.00	$870.00	$748.36
12023000-50210	Finance / Tax	MEPERS - Employer Share	$18,729.45	$18,966.39	$18,642.69
12023000-50220	Finance / Tax	Health Insurance	$29,140.16	$37,244.19	$45,619.35
12023000-50230	Finance / Tax	FICA Employer Costs	$14,945.73	$14,225.00	$13,256.56
12023000-50301	Finance / Tax	Office Supplies	$2,250.00	$3,000.00	$2,037.24
12023000-50306	Finance / Tax	Postage	$2,000.00	$1,000.00	($11,872.87)
12023000-50352	Finance / Tax	Cell Phone/Allowances	$420.00	$420.00	$420.00
12023000-50401	Finance / Tax	Professional Development	$2,000.00	$4,400.00	$2,114.75
12023000-50402	Finance / Tax	Dues and Memberships	$325.00	$500.00	$335.00
12023000-50413	Finance / Tax	Mileage/ travel reimbursement	$750.00	$1,000.00	$664.62
12023000-50451	Finance / Tax	Contracted Professional Servic	$3,000.00	$1,636.00	$1,681.86
12023000-50536	Finance / Tax	R&M: Equipment	$9,500.00	$0.00	$3,987.63
12023000-50805	Finance / Tax	Interest expense	$5,000.00	$0.00	$1,265.00
12023500-50102	Finance / Tax	Department Head	$62,375.73	$58,240.60	$0.00
12023500-50104	Finance / Tax	Non Supervisory	$130,604.93	$122,010.00	$114,541.46
12023500-50140	Finance / Tax	Overtime	$2,000.00	$2,500.00	$1,647.88

12023500-50201	Finance / Tax	Unemployment Costs	$172.80	$236.00	$0.00
12023500-50202	Finance / Tax	Workers Comp Insurance	$1.00	$839.00	$768.88
12023500-50210	Finance / Tax	MEPERS - Employer Share	$19,105.09	$18,275.65	$11,851.28
12023500-50220	Finance / Tax	Health Insurance	$77,357.68	$78,269.87	$44,511.60
12023500-50230	Finance / Tax	FICA Employer Costs	$15,245.47	$13,706.73	$8,175.08
12023500-50301	Finance / Tax	Office Supplies	$2,500.00	$3,000.00	$2,009.55
12023500-50306	Finance / Tax	Postage	$5,000.00	$8,000.00	$4,692.96
12023500-50401	Finance / Tax	Professional Development	$750.00	$1,000.00	$36.00
12023500-50402	Finance / Tax	Dues and Memberships	$100.00	$100.00	$30.00
12023500-50413	Finance / Tax	Mileage/ travel reimbursement	$100.00	$500.00	$66.12
12023500-50470	Finance / Tax	Registry Services	$0.00	$0.00	$21.00
12024000-50102	Assessor	Department Head	$33,945.60	$0.00	$0.00
12024000-50104	Assessor	Non-supervisory wages	$23,431.20	$50,690.00	$26,857.15
12024000-50201	Assessor	Unemployment Costs	$43.20	$59.00	$0.00
12024000-50202	Assessor	Workers Comp Insurance	$1.00	$238.00	$208.44
12024000-50210	Assessor	MEPERS - Employer Share	$5,680.30	$5,171.00	$2,739.37
12024000-50220	Assessor	Health Insurance	$5,000.00	$3,231.00	$1,869.88
12024000-50230	Assessor	FICA Employer Costs	$4,532.76	$3,878.00	$2,197.38

12024000-50301	Assessor	Office Supplies	$1,500.00	$1,700.00	$758.71
12024000-50306	Assessor	Postage	$500.00	$400.00	$835.55
12024000-50308	Assessor	Printing	$400.00	$350.00	$0.00
12024000-50352	Assessor	Cell Phone/Allowances	$210.00	$0.00	$0.00
12024000-50401	Assessor	Professional Development	$1,200.00	$600.00	$2,145.00
12024000-50402	Assessor	Dues and Memberships	$350.00	$200.00	$40.00
12024000-50412	Assessor	Meals and Lodging	$600.00	$0.00	$0.00
12024000-50413	Assessor	Mileage/ travel reimbursement	$700.00	$700.00	$904.49
12024000-50451	Assessor	Contracted Professional Servic	$0.00	$35,000.00	$32,000.00
12024000-50470	Assessor	Registry Services	$900.00	$850.00	$715.00
12024000-50624	Assessor	Mapping & Microfiliming	$2,000.00	$2,000.00	$0.00
12024000-53935	Assessor	Revaluation	$50,000.00	$30,000.00	$30,000.00
12024500-40114	Code Enforcement	Town Plumbing permits	($8,750.00)	($7,500.00)	($6,645.00)
12024500-40116	Code Enforcement	Code Enforcement Fines	($1,200.00)	$0.00	($1,200.00)
12024500-40266	Code Enforcement	Construction Fees	($35,000.00)	($30,000.00)	($33,156.05)
12024500-40268	Code Enforcement	Sabattus Code Revenue	$0.00	$0.00	$0.00
12024500-40269	Code Enforcement	Electrical Permits	($6,000.00)	($9,000.00)	($9,114.86)
12024500-40271	Code Enforcement	T1 Site Plan Review	($50.00)	$0.00	($150.00)

12024500-40710	Code Enforcement	Codes-Sign	($100.00)	$0.00	($275.00)
12024500-50102	Code Enforcement	Department Head	$78,249.60	$79,573.00	$84,023.09
12024500-50104	Code Enforcement	Non Supervisory	$107,624.40	$18,211.00	$31,394.64
12024500-50201	Code Enforcement	Unemployment Costs	$86.40	$118.00	$0.00
12024500-50202	Code Enforcement	Workers Comp Insurance	$1,367.84	$2,747.00	$2,903.13
12024500-50210	Code Enforcement	MEPERS - Employer Share	$15,917.62	$8,117.00	$10,205.73
12024500-50220	Code Enforcement	Health Insurance	$25,000.00	$27,270.00	$13,189.99
12024500-50230	Code Enforcement	FICA Employer Costs	$14,684.04	$7,481.00	$8,868.83
12024500-50301	Code Enforcement	Office Supplies	$1,500.00	$1,600.00	$1,410.83
12024500-50306	Code Enforcement	Postage	$200.00	$200.00	$144.87
12024500-50352	Code Enforcement	Cell Phone/Allowances	$840.00	$420.00	$420.00
12024500-50375	Code Enforcement	Gas	$800.00	$850.00	$801.64
12024500-50401	Code Enforcement	Professional Development	$6,000.00	$800.00	$399.00
12024500-50402	Code Enforcement	Dues and Memberships	$420.00	$120.00	$210.00
12024500-50501	Code Enforcement	Vehicle Repairs	$600.00	$200.00	$66.31
12024500-50530	Code Enforcement	Software and Services	$0.00	$0.00	$6,000.00
12024500-50624	Code Enforcement	Mapping & Microfiliming	$5,500.00	$3,150.00	$5,529.44
12025500-50221	Insurance	HRA Costs	$30,000.00	$34,500.00	$26,059.96

12025500-50601	Insurance	General Liability	$8,049.00	$6,650.00	$7,988.00
12025500-50602	Insurance	Vehicle Insurance	$28,296.00	$23,033.00	$18,420.00
12025500-50603	Insurance	Police Liability	$6,081.00	$6,097.00	$5,838.00
12025500-50604	Insurance	Property Insurance	$44,606.00	$43,728.00	$41,980.00
12025500-50606	Insurance	Crime Insurance	$450.00	$489.00	$408.00
12025500-50607	Insurance	Public Officials	$1,816.00	$1,777.00	$1,589.00
12025500-50608	Insurance	Employment Liability	$0.00	$2,371.00	$2,276.00
12025500-50609	Insurance	Public Officials Bond Insuranc	$4,375.00	$3,422.00	$3,900.00
12025500-50610	Insurance	Critical Incident Ins.	$400.00	$1,449.00	$0.00
12026500-?????	Buildings	Transfer from Spec Reserve	($14,173.00)		
12026500-50360	Buildings	Minor equipment	$17,128.00	$31,200.00	$12,882.34
12026500-50454	Buildings	Internet and website hosting	$21,669.60	$14,256.00	$13,178.41
12026500-50530	Buildings	Software and Services	$258,407.50	$280,259.15	$231,645.34
12026500-50536	Buildings	R&M: Equipment	$5,000.00	$62,000.00	$29,719.64
12026500-50951	Buildings	Transfer to Other Fund	$46,000.00		$0.00
12027500-50930	Treasury	Tax overlay	$0.00	$0.00	$13,285.38
12027500-50935	Econ Dev	TIF Payments	$273,835.12	$0.00	$259,239.46
12028000-51300	School	Required Local Share	$4,784,053.00	$4,811,095.00	$4,417,383.00

12028000-51310	School	Add'l Local Share	$3,056,111.00	$2,448,583.00	$2,854,811.04
12028000-51320	School	Local Share Debt	$421,264.00	$430,229.00	$475,388.30
12028000-51330	School	Local Share Adult Education	$15,885.00	$17,418.00	$16,902.97
12051500-50104	Buildings	Non-supervisory wages	$17,430.00	$13,283.00	$15,262.41
12051500-50201	Buildings	Unemployment Costs	$30.06	$59.00	$0.00
12051500-50202	Buildings	Workers Comp Insurance	$571.38	$613.00	$567.16
12051500-50210	Buildings	Maine State retirement	$53.44	$0.00	$0.00
12051500-50230	Buildings	FICA taxes	$1,070.16	$1,017.00	$1,153.74
12051500-50302	Buildings	Operating supplies	$7,000.00	$6,500.00	$7,067.06
12051500-50451	Buildings	Contracted Professional Servic	$0.00	$0.00	$6,285.00
12051500-50510	Buildings	Electricity	$49,343.70	$48,000.00	$47,739.13
12051500-50511	Buildings	Water usage fees	$2,700.00	$2,622.00	$2,202.08
12051500-50512	Buildings	Telephone	$10,000.00	$10,500.00	$11,041.69
12051500-50513	Buildings	Sewer Expense	$857.00	$857.00	$821.24
12051500-50514	Buildings	Heating Fuel	$20,000.00	$20,000.00	$21,769.75
12051500-50515	Buildings	Natural Gas	$41,000.00	$37,000.00	$39,257.16
12051500-50520	Buildings	Building Expense	$11,500.00	$138,141.00	$25,480.30
12051500-50536	Buildings	R&M: Equipment	$30,000.00	$45,000.00	$43,389.53

12051500-50549	Buildings	R & M Buildings	$54,900.00	$23,000.00	$20,557.14
12090100-50901	Assessor	Tax abatements	$5,000.00	$0.00	$0.00
13030500-50102	Health	Department Head	$0.00	$5,901.00	$5,728.84
13030500-50202	Health	Workers Comp Insurance	$0.00	$198.00	$208.57
13030500-50210	Health	MEPERS - Employer Share	$0.00	$602.00	$767.78
13030500-50230	Health	FICA Employer Costs	$0.00	$452.00	$417.18
13030500-50301	Health	Office Supplies		$50.00	$0.00
13031000-40228	GA	General assistance reimburseme	($35,000.00)	($28,350.00)	($29,851.36)
13031000-50102	GA	Department Head	$33,945.60	$0.00	$0.00
13031000-50104	GA	Non-supervisory wages	$23,431.20		$0.00
13031000-50140	GA	Overtime wages	$0.00	$2,500.00	$0.00
13031000-50202	GA	Workers Comp Insurance	$1.00	$12.00	$13.60
13031000-50210	GA	MEPERS - Employer Share	$5,680.30	$255.00	$353.16
13031000-50220	GA	Health insurance	$5,000.00		$0.00
13031000-50230	GA	FICA Employer Costs	$4,532.76	$192.00	$264.78
13031000-50301	GA	Office Supplies	$1,000.00	$800.00	$17.98
13031000-50306	GA	Postage	$150.00	$100.00	$106.42
13031000-50352	GA	Cell Phone allowance	$210.00	$365.00	$374.98

13031000-50401	GA	Professional Development	$1,000.00	$800.00	$404.44
13031000-50402	GA	Dues and memberships	$200.00		$0.00
13031000-50413	GA	Mileage/ travel reimbursement	$250.00	$0.00	$283.87
13031000-50440	GA	General Assistance	$50,000.00	$40,500.00	$34,042.94
13031000-50451	GA	Contracted Professional Servic	$800.00		$0.00
14040500-40400	Police	Court fines	($650.50)	$0.00	($1,205.29)
14040500-40401	Police	Parking Tickets	($50.00)	$0.00	($150.00)
14040500-40410	Police	Police Report Fees	($1,954.10)	($1,800.00)	($1,246.30)
14040500-40411	Police	Restitution	($65.83)	$0.00	$0.00
14040500-40412	Police	Town Concealed Weapon Permit	($431.00)	$0.00	($396.00)
14040500-40420	Police	SRO Reimbursement	($78,000.00)	($76,837.00)	($73,426.78)
14040500-40421	Police	School Detail	($2,475.05)	($7,000.00)	($4,190.83)
14040500-40440	Police	MCJ Academy Training Reimburse	($11,060.00)	$0.00	$0.00
14040500-40990	Police	Misc. Fees	($72.09)	($200.00)	$0.00
14040500-40991	Police	Misc Revenue	($127,000.00)	($106,358.57)	($50.00)
14040500-50102	Police	Department Head	$107,480.00	$98,144.00	$91,860.04
14040500-50104	Police	Non Supervisory	$1,242,675.00	$1,098,057.00	$976,145.54
14040500-50107	Police	Administrative	$58,926.00	$53,603.00	$50,965.75

14040500-50116	Police	Union	$17,000.00	$17,000.00	$13,378.60
14040500-50117	Police	Misc. Police Detail	$11,500.00	$10,000.00	$9,380.72
14040500-50130	Police	Temporary/seasonal	$34,994.00	$34,994.00	$11,546.57
14040500-50140	Police	Overtime wages	$57,000.00	$47,704.00	$27,177.64
14040500-50143	Police	Court time	$5,000.00	$5,000.00	$5,356.98
14040500-50144	Police	Training	$167.81	$0.00	$503.44
14040500-50145	Police	Replacement Wages	$180,000.00	$170,178.00	$155,519.86
14040500-50201	Police	Unemployment Costs	$820.80	$1,309.00	($473.55)
14040500-50202	Police	Workers Comp Insurance	$52,778.23	$74,449.00	$42,822.49
14040500-50210	Police	MEPERS - Employer Share	$104,502.55	$187,115.00	$161,576.55
14040500-50220	Police	Health Insurance	$385,000.00	$354,948.70	$287,301.72
14040500-50230	Police	FICA Employer Costs	$70,638.44	$116,103.00	$95,536.14
14040500-50260	Police	Uniform cleaning	$500.00	$500.00	$19.95
14040500-50301	Police	Office Supplies	$5,150.00	$5,150.00	$3,989.93
14040500-50302	Police	Operating supplies	$28,000.00	$28,608.00	$3,907.07
14040500-50306	Police	Postage	$300.00	$300.00	$266.76
14040500-50307	Police	Advertising	$200.00	$200.00	$0.00
14040500-50308	Police	Printing	$4,000.00	$3,400.00	$2,217.00

14040500-50349	Police	Recruitment Testing	$3,700.00	$1,750.00	$1,425.14
14040500-50351	Police	Clothing/Boot Allowance	$27,800.00	$21,800.00	$18,030.63
14040500-50352	Police	Cell Phone/Allowances	$9,807.84	$6,634.00	$6,296.34
14040500-50353	Police	Physicals	$1,900.00	$1,900.00	$1,015.00
14040500-50370	Police	Parts - Supplies	$165.38	$0.00	$0.00
14040500-50375	Police	Gas	$36,480.00	$33,775.00	$34,038.75
14040500-50377	Police	Diesel	$350.00	$234.00	$145.25
14040500-50378	Police	Tires Expense	$6,628.00	$6,628.00	$6,184.66
14040500-50401	Police	Professional Development	$20,000.00	$33,568.00	$1,036.53
14040500-50413	Police	Mileage/ travel reimbursement	$450.00	$450.00	$260.00
14040500-50415	Police	Education Program	$2,608.00	$2,608.00	$0.00
14040500-50501	Police	Vehicle Repairs	$14,000.00	$13,000.00	$9,744.51
14040500-50512	Police	Telephone	$7,768.00	$7,768.00	$8,153.96
14040500-50532	Police	R&M Office Equipment	$2,000.00	$2,000.00	$1,871.01
14040500-50536	Police	R&M: Equipment	$5,500.00	$5,500.00	$5,368.89
14040500-50710	Police	Equipment	$44,494.00	$18,750.00	$3,737.21
14040500-50720	Police	Equipment – vehicles	$3,400.00	$90,000.00	$67,000.00
14040500-50951	Police	Transfer to Other Fund	$90,000.00		$0.00

14041500-40991	Fire	Misc Revenue	($180.33)	$0.00	($110.00)
14041500-50102	Fire	Department Head	$99,632.00	$95,232.00	$87,651.20
14041500-50104	Fire	Non Supervisory	$206,628.24	$196,816.00	$81,095.13
14041500-50130	Fire	Temporary/seasonal wages	$208,526.00	$208,526.00	$142,656.95
14041500-50140	Fire	Overtime wages	$20,000.00		$0.00
14041500-50201	Fire	Unemployment Costs	$216.00	$1,253.00	$0.00
14041500-50202	Fire	Workers Comp Insurance	$39,785.26	$68,528.00	$26,648.43
14041500-50210	Fire	MEPERS - Employer Share	$30,319.76	$29,788.90	$21,174.15
14041500-50220	Fire	Health Insurance	$62,000.00	$98,845.01	$37,367.10
14041500-50230	Fire	FICA Employer Costs	$40,668.11	$38,293.91	$23,561.19
14041500-50301	Fire	Office Supplies	$500.00	$500.00	$261.52
14041500-50302	Fire	Operating supplies	$10,000.00	$9,000.00	$7,587.21
14041500-50306	Fire	Postage	$75.00	$75.00	$12.24
14041500-50351	Fire	Clothing/Boot Allowance	$7,500.00	$6,000.00	$4,072.57
14041500-50352	Fire	Cell Phone/Allowances	$420.00	$420.00	$385.00
14041500-50353	Fire	Physicals	$9,000.00	$5,000.00	$2,531.00
14041500-50370	Fire	Parts - Supplies	$6,200.00	$6,200.00	$6,175.19
14041500-50375	Fire	Gas	$2,500.00	$2,400.00	$2,393.73

14041500-50377	Fire	Diesel	$9,900.00	$8,420.00	$8,064.73
14041500-50378	Fire	Tires Expense	$4,800.00	$4,800.00	$0.00
14041500-50401	Fire	Professional Development	$10,000.00	$7,500.00	$6,155.71
14041500-50413	Fire	Mileage/ travel reimbursement	$1,000.00	$150.00	$43.80
14041500-50484	Fire	Fire equipment inspection	$22,000.00		$0.00
14041500-50490	Fire	Capital Projects Reserve	$145,000.00	$75,000.00	$75,000.00
14041500-50511	Fire	Water Usage	$400.00	$599.00	$399.00
14041500-50512	Fire	Telephone	$3,067.45	$2,508.00	$3,288.88
14041500-50513	Fire	Sewer Expense	$249.20	$361.00	$249.20
14041500-50536	Fire	R&M: Equipment	$40,000.00	$40,000.00	$67,801.00
14041500-50544	Fire	R & M: Radios	$17,418.00	$16,878.00	$11,557.67
14041500-50560	Fire	Fire Fighting Foam	$3,500.00	$3,500.00	$1,800.72
14041500-50561	Fire	EMS Supplies	$4,500.00	$2,500.00	$1,951.06
14041500-50562	Fire	Personal Protective Equipment	$43,000.00	$58,715.48	$20,010.72
14041500-50563	Fire	Hose Replacement	$13,800.00	$12,000.00	$10,475.35
14041500-50710	Fire	Equipment	$41,000.00	$28,600.00	$39,709.10
14041500-50951	Fire	Transfer to Other Fund	$27,990.00		$0.00
14043000-50100	Emergency Management	LEMS Stipend	$532,974.31	$340,610.00	$334,626.96

14043000-50104	Emergency Management	Non Supervisory	$1,658.00	$1,658.00	$0.00
14043000-50201	Emergency Management	Unemployment Costs	$3.00	$9.00	$0.00
14043000-50202	Emergency Management	Workers Comp Insurance	$0.00	$56.00	$60.47
14043000-50210	Emergency Management	MEPERS - Employer Share	$164.32	$170.00	$0.00
14043000-50230	Emergency Management	FICA Employer Costs	$161.23	$127.00	$0.00
14045000-40450	Animal Control	ACO Fines & Fees	($600.00)	($300.00)	($250.00)
14045000-40451	Animal Control	Sabattus ACO Revenue	($19,494.44)	($19,446.00)	($19,214.00)
14045000-40452	Animal Control	Bowdoin ACO Revenue	($11,745.03)	($11,539.00)	($11,268.00)
14045000-40453	Animal Control	Durham ACO Revenue	($12,240.14)	($11,995.00)	($12,134.00)
14045000-50104	Animal Control	Non Supervisory	$61,419.00	$56,779.00	$50,827.89
14045000-50140	Animal Control	Overtime	$2,200.00	$2,160.00	$2,441.88
14045000-50201	Animal Control	Unemployment Costs	$43.20	$86.00	$0.00
14045000-50202	Animal Control	Workers Comp Insurance	$381.79	$1,048.00	$883.48
14045000-50210	Animal Control	MEPERS - Employer Share	$6,080.48	$5,792.00	$5,096.36
14045000-50220	Animal Control	Health Insurance	$27,074.16	$27,270.00	$25,504.64
14045000-50230	Animal Control	FICA Employer Costs	$4,852.10	$4,509.00	$3,661.42
14045000-50302	Animal Control	Operating supplies	$1,000.00	$1,000.00	$135.35
14045000-50351	Animal Control	Clothing/Boot Allowance	$650.00	$600.00	$346.96

14045000-50352	Animal Control	Cell Phone/Allowances	$960.00	$720.00	$726.58
14045000-50375	Animal Control	Gas	$3,968.00	$3,968.00	$3,044.56
14045000-50378	Animal Control	Tires Expense	$700.00	$700.00	$725.20
14045000-50401	Animal Control	Professional Development	$400.00	$400.00	$0.00
14045000-50453	Animal Control	Animal Shelter Services	$14,761.00	$14,761.00	$14,080.95
14045000-50536	Animal Control	R&M: Equipment	$2,000.00	$2,000.00	$1,760.06
14045000-50710	Animal Control	Equipment	$1,098.00	$250.00	$0.00
14045000-50951	Animal Control	Transfer to Other Fund	$58,900.00		$0.00
14046000-40431	Lisbon Communications Center	Lisbon Emergency Dispatch	($7,000.00)	$0.00	($7,000.00)
14046000-50104	Lisbon Communications Center	Non Supervisory	$209,589.00	$199,286.00	$186,752.71
14046000-50116	Lisbon Communications Center	Union	$3,500.00	$3,500.00	$0.00
14046000-50130	Lisbon Communications Center	Temporary/seasonal	$22,564.00	$21,630.00	$11,067.23
14046000-50140	Lisbon Communications Center	Overtime wages	$2,500.00	$1,350.00	$756.95
14046000-50145	Lisbon Communications Center	Replacement Wages	$66,293.00	$62,325.00	$61,704.35
14046000-50201	Lisbon Communications Center	Unemployment Costs	$173.00	$360.00	$0.00
14046000-50202	Lisbon Communications Center	Workers Comp Insurance	$0.00	$1,318.00	$1,203.33
14046000-50210	Lisbon Communications Center	MEPERS - Employer Share	$20,749.31	$33,275.00	$33,341.31
14046000-50220	Lisbon Communications Center	Health Insurance	$40,000.00	$29,967.11	$27,054.84

14046000-50230	Lisbon Communications Center	FICA Employer Costs	$23,774.73	$22,039.00	$19,609.11
14046000-50301	Lisbon Communications Center	Office Supplies	$1,500.00	$1,000.00	$993.36
14046000-50302	Lisbon Communications Center	Operating supplies	$0.00	$0.00	$27.99
14046000-50307	Lisbon Communications Center	Advertising	$120.00	$120.00	$0.00
14046000-50349	Lisbon Communications Center	Recruitment Testing	$350.00	$300.00	$0.00
14046000-50351	Lisbon Communications Center	Clothing/Boot Allowance	$2,250.00	$2,250.00	$1,420.22
14046000-50401	Lisbon Communications Center	Professional Development	$1,450.00	$1,450.00	$752.50
14046000-50512	Lisbon Communications Center	Telephone	$2,280.00	$1,900.00	$1,926.09
14046000-50536	Lisbon Communications Center	R&M: Equipment	$1,125.00	$1,125.00	$733.00
14046000-50710	Lisbon Communications Center	Equipment	$0.00	$0.00	$29.99
15050500-40402	Public Works	Fees & Fines	($2,500.00)	$2,500.00	$59.92
15050500-40470	Public Works	PW Dam Cleanup	$0.00	$0.00	($5,000.00)
15050500-50102	Public Works	Department Head	$94,889.60	$92,724.00	$90,022.40
15050500-50104	Public Works	Non Supervisory	$539,357.68	$463,535.28	$364,493.60
15050500-50107	Public Works	Administrative	$48,796.80	$41,927.00	$40,646.89
15050500-50116	Public Works	Union	$0.00	$25,500.00	$0.00
15050500-50140	Public Works	Overtime wages	$20,000.00	$40,000.00	$23,300.49
15050500-50201	Public Works	Unemployment Costs	$518.40	$706.00	$0.00

15050500-50202	Public Works	Workers Comp Insurance	$26,259.29	$48,182.42	$30,727.56
15050500-50210	Public Works	MEPERS - Employer Share	$78,490.93	$65,094.88	$53,235.58
15050500-50220	Public Works	Health Insurance	$130,000.00	$143,982.74	$89,934.50
15050500-50230	Public Works	FICA Employer Costs	$62,634.18	$50,771.91	$39,602.86
15050500-50240	Public Works	Medical testing	$1,000.00	$1,000.00	$899.10
15050500-50301	Public Works	Office Supplies	$5,000.00	$2,000.00	$1,161.50
15050500-50302	Public Works	Operating supplies	$10,000.00	$8,500.00	$9,433.83
15050500-50303	Public Works	Other Supplies	$0.00	$0.00	$0.00
15050500-50306	Public Works	Postage	$150.00	$150.00	$13.16
15050500-50307	Public Works	Advertising	$1,000.00	$1,500.00	$0.00
15050500-50320	Public Works	Cleaning supplies	$500.00	$0.00	$0.00
15050500-50330	Public Works	Drug Testing	$1,900.00	$1,500.00	$2,481.53
15050500-50331	Public Works	Small Tools	$0.00	$0.00	$0.00
15050500-50333	Public Works	Signs	$0.00	$0.00	$0.00
15050500-50351	Public Works	Clothing/Boot Allowance	$11,900.00	$10,750.00	$12,102.10
15050500-50352	Public Works	Cell Phone/Allowances	$1,260.00	$1,600.00	$1,631.20
15050500-50360	Public Works	Minor equipment	$13,000.00	$5,000.00	$2,530.04
15050500-50363	Public Works	Culverts	$25,000.00	$15,000.00	$3,113.54

15050500-50366	Public Works	Asphalt-Hot Top	$25,000.00	$25,000.00	$10,340.68
15050500-50367	Public Works	Excavation Expense	$5,000.00	$5,000.00	$0.00
15050500-50370	Public Works	Parts - Supplies	$60,000.00	$80,000.00	$60,633.19
15050500-50371	Public Works	Sand & Gravel	$15,000.00	$31,311.98	$4,204.88
15050500-50375	Public Works	Gas	$15,000.00	$9,000.00	$19,783.54
15050500-50376	Public Works	Oils and lubricants	$6,500.00	$6,000.00	$9,807.92
15050500-50377	Public Works	Diesel	$28,000.00	$32,000.00	$32,306.32
15050500-50378	Public Works	Tires Expense	$5,000.00	$6,500.00	$5,452.47
15050500-50401	Public Works	Professional Development	$3,000.00	$5,200.00	$1,289.27
15050500-50402	Public Works	Dues and Memberships	$150.00	$0.00	$0.00
15050500-50412	Public Works	Meals and Lodging	$1,000.00	$665.00	$608.42
15050500-50413	Public Works	Mileage/ travel reimbursement	$500.00	$500.00	$0.00
15050500-50430	Public Works	Filing fees/licenses/permits	$1,200.00	$1,200.00	$797.10
15050500-50450	Public Works	Legal expense	$0.00	$0.00	$0.00
15050500-50455	Public Works	Profesional Services	$30,000.00	$28,000.00	$14,478.39
15050500-50511	Public Works	Water Usage	$500.00	$570.00	$377.59
15050500-50512	Public Works	Telephone	$3,000.00	$4,020.00	$4,096.80
15050500-50513	Public Works	Sewer Expense	$612.00	$637.00	$482.04

15050500-50535	Public Works	Rental of Equipment	$35,000.00	$25,000.00	$30,405.31
15050500-50536	Public Works	R&M: Equipment	$10,000.00	$12,000.00	$10,833.99
15050500-50537	Public Works	Equipment Painting	$7,500.00	$9,893.06	$106.94
15050500-50538	Public Works	Loam & Seed	$1,500.00	$1,500.00	$0.00
15050500-50539	Public Works	R&M: Catch Basins & Manhole Cv	$5,000.00	$5,000.00	$1,953.43
15050500-50541	Public Works	Ground repair and maintenance	$9,150.00	$6,500.00	$3,642.02
15050500-50544	Public Works	R & M: Radios	$12,500.00	$2,500.00	$2,790.69
15050500-50545	Public Works	R & M: TREE REMOVE/REPLA	$6,500.00	$10,000.00	$5,000.00
15050500-50547	Public Works	R & M: SIGNS	$3,000.00	$3,000.00	$2,924.16
15050500-50548	Public Works	R & M: STREETS	$35,000.00	$35,000.00	$19,943.29
15050500-50710	Public Works	Equipment	$50,000.00	$553,500.00	$12,500.00
15050500-50770	Public Works	Infrastructure- Paving	$0.00	$435,025.00	$480,134.45
15050500-50950	Public Works	Fund transfers out	$5,000.00		
15050500-50951	Public Works	Transfer to Other Fund	$739,000.00		$0.00
15051000-50140	Winter	Overtime	$65,000.00	$65,000.00	$62,332.22
15051000-50202	Winter	Workers Comp Insurance	$7,662.28	$5,436.00	$7,134.95
15051000-50210	Winter	MEPERS - Employer Share	$6,435.00	$6,630.00	$5,892.02
15051000-50230	Winter	FICA Employer Costs	$5,135.00	$4,973.00	$4,582.69

15051000-50303	Winter	Other Supplies	$283,000.00	$312,000.00	$244,380.21
15051000-50370	Winter	Parts - Supplies	$45,000.00	$55,000.00	$39,741.46
15051000-50451	Winter	Contracted Professional Servic	$50,000.00	$50,000.00	$49,998.00
15051500-50510	Winter	Electricity		$11,000.00	$0.00
15052000-40500	Solid Waste	Solid Waste Permits	($182,000.00)	($156,000.00)	($110,564.00)
15052000-40501	Solid Waste	Metal	($33,645.20)	($23,000.00)	($22,002.10)
15052000-40502	Solid Waste	Cardboard	($14,248.80)	($14,000.00)	($12,321.17)
15052000-40503	Solid Waste	Mixed Paper	($2,273.25)	($2,500.00)	$0.00
15052000-40504	Solid Waste	Newspaper	($109.87)	($500.00)	$0.00
15052000-40505	Solid Waste	Yard Items	($40,931.00)	($32,500.00)	($38,918.50)
15052000-40506	Solid Waste	Tires	($2,857.33)	($2,300.00)	($2,388.00)
15052000-40515	Solid Waste	Unversal Waste	($7,900.33)	($8,200.00)	($7,706.00)
15052000-40521	Solid Waste	Commercial Disposal Fee	($7,575.83)	($15,000.00)	($15,118.00)
15052000-40522	Solid Waste	Excavation Revenue	($3,203.33)	($3,000.00)	($1,800.00)
15052000-50104	Solid Waste	Non Supervisory	$249,695.28	$230,496.88	$144,997.92
15052000-50116	Solid Waste	Union Negotiations		$5,600.00	$0.00
15052000-50140	Solid Waste	Overtime wages	$1,000.00	$0.00	$3,664.24
15052000-50201	Solid Waste	Unemployment Costs	$432.00	$412.00	$0.00

15052000-50202	Solid Waste	Workers Comp Insurance	$6,070.78	$12,257.56	$5,735.96
15052000-50210	Solid Waste	MEPERS - Employer Share	$24,818.83	$23,052.00	$7,826.86
15052000-50220	Solid Waste	Health Insurance	$33,000.00	$52,456.14	$31,752.54
15052000-50230	Solid Waste	FICA Employer Costs	$19,804.93	$17,633.01	$11,155.19
15052000-50240	Solid Waste	Medical testing	$500.00	$750.00	$202.84
15052000-50301	Solid Waste	Office Supplies	$500.00	$500.00	$487.28
15052000-50302	Solid Waste	Operating supplies	$8,000.00	$6,000.00	$4,839.55
15052000-50306	Solid Waste	Postage	$80.00	$80.00	$26.65
15052000-50307	Solid Waste	Advertising	$100.00	$100.00	$0.00
15052000-50308	Solid Waste	Printing	$1,500.00	$1,500.00	$1,434.08
15052000-50330	Solid Waste	Drug Testing	$350.00	$350.00	$12.50
15052000-50351	Solid Waste	Clothing/Boot Allowance	$3,500.00	$3,500.00	$1,962.14
15052000-50352	Solid Waste	Cell Phone allowance	$420.00	$420.00	$420.00
15052000-50369	Solid Waste	Land Fill	$5,000.00	$0.00	$4,295.67
15052000-50370	Solid Waste	Parts - Supplies	$15,000.00	$10,000.00	$11,669.61
15052000-50377	Solid Waste	Diesel	$10,000.00	$6,180.00	$8,449.70
15052000-50378	Solid Waste	Tires Expense	$4,500.00	$5,500.00	$859.20
15052000-50401	Solid Waste	Professional Development		$250.00	$0.00

15052000-50413	Solid Waste	Mileage/ travel reimbursement	$250.00	$250.00	$0.00
15052000-50430	Solid Waste	Filing fees/licenses/permits	$1,500.00	$1,000.00	$1,109.40
15052000-50511	Solid Waste	Water usage fees	$2,200.00	$2,394.00	$2,185.53
15052000-50512	Solid Waste	Telephone	$926.00	$1,512.00	$1,265.11
15052000-50513	Solid Waste	Sewer Expense	$400.00	$568.00	$399.64
15052000-50536	Solid Waste	R&M: Equipment	$3,410.49	$5,000.00	$7,256.07
15052000-50556	Solid Waste	Trash Removal	$280,000.00	$300,000.00	$274,926.83
15052000-50720	Solid Waste	Equipment – vehicles	$25,000.00	$0.00	$573.75
15052000-50951	Solid Waste	Transfer to Other Fund	$99,000.00		$0.00
15053500-50510	Public Works	Electricity	$78,000.00	$78,000.00	$60,188.23
15053500-50534	Fire	Hydrant Rental	$557,742.50	$549,500.00	$480,000.00
15053500-50536	Public Works	R&M: Equipment	$30,000.00	$17,507.24	$21,100.39
16060500-40360	Library	Library Non-Resident	($2,030.00)	($1,900.00)	($2,580.00)
16060500-40361	Library	Library Fines	$0.00	($1,000.00)	($1,152.10)
16060500-40362	Library	Library Fax	($130.00)	($200.00)	($131.50)
16060500-40363	Library	Damage/Lost Fee	($465.00)	($400.00)	($521.49)
16060500-40960	Library	Restricted Donations	($125.00)	$0.00	($270.00)
16060500-50102	Library	Department Head	$67,891.20	$65,853.00	$77,909.80

16060500-50104	Library	Non Supervisory	$199,908.80	$190,606.00	$162,880.93
16060500-50140	Library	Overtime	$0.00	$0.00	$73.20
16060500-50201	Library	Unemployment Costs	$216.00	$315.00	$0.00
16060500-50202	Library	Workers Comp Insurance	$0.00	$1,371.00	$1,205.27
16060500-50210	Library	MEPERS - Employer Share	$27,315.58	$26,158.00	$23,972.46
16060500-50220	Library	Health Insurance	$67,885.04	$106,116.98	$71,807.04
16060500-50230	Library	FICA Employer Costs	$20,486.69	$19,619.00	$17,461.12
16060500-50301	Library	Office Supplies	$1,750.00	$2,600.00	$1,939.28
16060500-50302	Library	Operating supplies	$30,500.00	$33,500.00	$32,615.03
16060500-50306	Library	Postage	$3,250.00	$4,420.00	$2,797.85
16060500-50308	Library	Printing	$250.00	$250.00	$250.00
16060500-50352	Library	Cell Phone/Allowances	$420.00	$420.00	$420.00
16060500-50401	Library	Professional Development	$400.00	$400.00	$0.00
16060500-50402	Library	Dues and Memberships	$283.00	$170.00	$0.00
16060500-50413	Library	Mileage/ travel reimbursement		$150.00	$0.00
16060500-50451	Library	Contracted Professional Servic	$6,500.00	$0.00	$0.00
16060500-50511	Library	Water usage fees	$150.00	$313.00	$171.00
16060500-50512	Library	Telephone	$2,300.00	$2,420.00	$2,109.02

16060500-50513	Library	Sewer Expense	$175.00	$189.00	$123.60
16060500-50535	Library	Rentals of Equipment	$317.50	$0.00	$0.00
16060500-50536	Library	R&M: Equipment	$1,250.00	$11,500.00	$2,027.90
16061500-29653	Parks and Rec	MTM Seniors Program Exp	$0.00	$0.00	$2,724.98
16061500-40300	Parks and Rec	Before School	($120,000.00)	($86,000.00)	($92,664.43)
16061500-40301	Parks and Rec	Fitness Center	($15,000.00)	($15,000.00)	($17,357.60)
16061500-40302	Parks and Rec	Out of Town	($16,000.00)	($16,000.00)	$0.00
16061500-40303	Parks and Rec	Playground	($79,150.00)	($79,150.00)	($51,237.78)
16061500-40304	Parks and Rec	Trekker	($61,000.00)	($61,600.00)	($65,109.26)
16061500-40305	Parks and Rec	Trips/Excusrsions	($24,000.00)	($20,000.00)	$0.00
16061500-40306	Parks and Rec	Marion T. Morse	($8,000.00)	($4,500.00)	($8,461.00)
16061500-40307	Parks and Rec	Fitness Instruction	($8,000.00)	($8,000.00)	($7,618.72)
16061500-40308	Parks and Rec	Senior Meals	($7,000.00)	($7,000.00)	($6,407.25)
16061500-40309	Parks and Rec	New Programs	($15,000.00)	($15,000.00)	($29,708.84)
16061500-40310	Parks and Rec	Moxie 5-K	($3,000.00)	($3,000.00)	($12,129.14)
16061500-40311	Parks and Rec	Moxie Car Show	($2,000.00)	($3,000.00)	($2,800.00)
16061500-40320	Parks and Rec	Basketball 1-3	($2,000.00)	($2,000.00)	($2,593.40)
16061500-40321	Parks and Rec	Basketball 4-6	($2,500.00)	($2,500.00)	($2,848.40)

16061500-40322	Parks and Rec	Winter/Spring Swim	$0.00	$0.00	($914.80)
16061500-40330	Parks and Rec	Summer Basketball	($600.00)	($1,000.00)	($1,224.60)
16061500-40332	Parks and Rec	Summer Football	($1,646.20)	($2,000.00)	($1,327.28)
16061500-40333	Parks and Rec	Summer Pee Wee Field Hockey	($809.28)	($600.00)	($260.40)
16061500-40334	Parks and Rec	Summer Soccer	($1,000.00)	($1,000.00)	($458.80)
16061500-40335	Parks and Rec	Summer Swim	$0.00	$0.00	$0.00
16061500-40336	Parks and Rec	Co-ed Softball	$0.00	($1,200.00)	($525.00)
16061500-40337	Parks and Rec	Summer Tennis		($250.00)	$0.00
16061500-40340	Parks and Rec	Fall Field Hockey	($1,200.00)	($1,200.00)	($1,440.40)
16061500-40341	Parks and Rec	Fall Soccer	($5,000.00)	($5,000.00)	($4,080.60)
16061500-40342	Parks and Rec	Football Tackle 5-6	($3,000.00)	($3,000.00)	($2,963.60)
16061500-40343	Parks and Rec	Football Tackle 7-8	$0.00	($2,000.00)	($1,632.00)
16061500-40344	Parks and Rec	Track & Field	($2,036.11)	($2,700.00)	($2,604.00)
16061500-40380	Parks and Rec	Park Cabin Rent	($4,800.00)	($4,800.00)	($4,800.00)
16061500-50102	Parks and Rec	Ranger Stipend	$4,800.00		
16061500-50102	Parks and Rec	Department Head	$95,326.40	$92,018.00	$89,548.95
16061500-50104	Parks and Rec	Non Supervisory	$306,055.40	$288,204.00	$234,353.40
16061500-50130	Parks and Rec	Temporary/seasonal	$206,400.00	$176,738.00	$173,843.73

16061500-50140	Parks and Rec	Overtime	$6,500.00	$5,000.00	$5,069.99
16061500-50201	Parks and Rec	Unemployment Costs	$108.22	$1,528.00	$0.00
16061500-50202	Parks and Rec	Workers Comp Insurance	$14,290.66	$24,968.00	$17,125.18
16061500-50210	Parks and Rec	MEPERS - Employer Share	$24,044.45	$30,813.00	$29,888.73
16061500-50220	Parks and Rec	Health Insurance	$80,000.00	$72,754.00	$67,642.77
16061500-50230	Parks and Rec	FICA Employer Costs	$49,925.42	$42,990.00	$37,580.98
16061500-50301	Parks and Rec	Office Supplies	$2,200.00	$1,800.00	$1,663.43
16061500-50302	Parks and Rec	Operating supplies	$55,000.00	$50,000.00	$51,341.76
16061500-50306	Parks and Rec	Postage	$200.00	$200.00	$84.93
16061500-50307	Parks and Rec	Advertising	$3,200.00	$1,000.00	$357.43
16061500-50351	Parks and Rec	Clothing/Boot Allowance	$1,000.00	$1,000.00	$871.94
16061500-50352	Parks and Rec	Cell Phone/Allowances	$1,250.00	$1,250.00	$840.00
16061500-50355	Parks and Rec	Co-Ed Softball/Fast Pitch	$0.00	$7,500.00	$300.00
16061500-50356	Parks and Rec	Summer Trips	$24,000.00	$23,000.00	$23,476.00
16061500-50357	Parks and Rec	Sunshine Hill	$3,800.00	$3,800.00	$3,866.32
16061500-50358	Parks and Rec	New Programs	$8,000.00	$8,000.00	$26,152.99
16061500-50359	Parks and Rec	Officials	$1,200.00	$3,800.00	$2,764.80
16061500-50375	Parks and Rec	Gas	$7,600.00	$7,600.00	$6,360.25

16061500-50377	Parks and Rec	Diesel	$1,800.00	$1,800.00	$839.44
16061500-50380	Parks and Rec	Uniforms/safety equipment	$1,000.00	$1,000.00	$1,050.64
16061500-50401	Parks and Rec	Professional Development	$3,000.00	$3,000.00	$1,499.12
16061500-50402	Parks and Rec	Dues and Memberships	$15.00	$0.00	$0.00
16061500-50414	Parks and Rec	Senior Meals Expense	$7,500.00	$7,500.00	$6,692.31
16061500-50449	Parks and Rec	Rec Scholarships	$2,500.00	$2,500.00	$0.00
16061500-50451	Parks and Rec	Contracted Professional Servic	$19,575.00		$0.00
16061500-50483	Parks and Rec	Security System Maintenance	$30.00	$0.00	$0.00
16061500-50501	Parks and Rec	Vehicle Repairs	$3,000.00	$3,000.00	$2,355.28
16061500-50510	Parks and Rec	Electricity	$3,000.00	$3,000.00	$258.82
16061500-50511	Parks and Rec	Water Usage	$5,130.00	$5,130.00	$2,506.14
16061500-50512	Parks and Rec	Telephone	$3,800.00	$3,800.00	$3,761.49
16061500-50513	Parks and Rec	Sewer Expense	$1,000.00	$1,000.00	$1,149.24
16061500-50522	Parks and Rec	Space Rental	$2,200.00	$2,200.00	$985.00
16061500-50536	Parks and Rec	R&M: Equipment	$5,000.00	$23,000.00	$4,926.97
16061500-50541	Parks and Rec	Grounds maintenance	$15,000.00	$9,200.00	$7,579.67
16061500-50542	Parks and Rec	River Trail maint and repair	$8,000.00	$5,000.00	$4,122.20
16061500-50543	Parks and Rec	R&M: Green Thumb	$4,800.00	$4,800.00	$4,736.87

16061500-50556	Parks and Rec	Trash Removal	$1,200.00	$1,200.00	$1,179.43
16061500-50610	Parks and Rec	Bus Transportation	$16,000.00	$16,000.00	$0.00
16061500-50710	Parks and Rec	Equipment	$0.00	$20,000.00	$12,900.00
16061500-50951	Parks and Rec	Transfer to Other Fund	$104,000.00		$0.00
16062000-50442	Transportation	Transportation services	$41,333.33	$50,000.00	$40,000.00
16062000-50650	Other	Historical Society	$0.00	$2,000.00	$2,000.00
16062000-50651	Other	LACO	$0.00	$1,000.00	$1,000.00
16062000-50652	Other	Memorial Day	$0.00	$2,800.00	$1,635.90
16062000-50653	Town Manager	MMA	$9,750.00	$8,879.00	$8,879.00
16062000-50654	Other	Community Engagement Events		$500.00	$0.00
17070500-40670	Econ Dev	TIF Revenue		($68,973.00)	$0.00
17070500-48023	Econ Dev	Dingley Tif Transfer In	($74,970.92)		$0.00
17070500-48025	Econ Dev	Downtown Tif Transfer In	($29,961.23)		$0.00
17070500-50102	Econ Dev	Department Head	$82,160.00	$76,784.00	$74,872.43
17070500-50104	Econ Dev	Non-supervisory wages	$14,970.92		$0.00
17070500-50201	Econ Dev	Unemployment Costs	$86.40	$59.00	$0.00
17070500-50202	Econ Dev	Workers Comp Insurance	$1.00	$360.00	$332.70
17070500-50210	Econ Dev	MEPERS - Employer Share	$8,133.84	$7,832.00	$7,636.90

17070500-50220	Econ Dev	Health Insurance	$5,000.00	$3,231.00	$3,136.38
17070500-50230	Econ Dev	FICA Employer Costs	$7,673.34	$5,874.00	$5,950.19
17070500-50301	Econ Dev	Office Supplies	$0.00	$0.00	$0.13
17070500-50302	Econ Dev	Operating supplies	$9,000.00	$9,000.00	$8,100.22
17070500-50306	Econ Dev	Postage	$500.00	$500.00	$9.16
17070500-50307	Econ Dev	Advertising	$10,000.00	$10,100.00	$4,419.43
17070500-50352	Econ Dev	Cell Phone/Allowances	$420.00	$695.00	$420.00
17070500-50401	Econ Dev	Professional employee training	$3,500.00	$3,500.00	$2,183.24
17070500-50402	Econ Dev	Dues and Memberships	$2,102.50	$2,500.00	$2,102.50
17070500-50406	Econ Dev	AVCOG Dues	$10,810.00	$10,810.00	$10,465.36
17070500-50412	Econ Dev	Meal allowance	$1,200.00	$1,200.00	$801.63
17070500-50413	Econ Dev	Mileage/ travel reimbursement	$8,500.00	$5,500.00	$2,388.18
17070500-50451	Econ Dev	PCL Contribution	$29,961.23		$0.00
18080500-40800	Other	Interest Rebate		($15,840.00)	$0.00
18085000-50405	Other	PSAP Fees	$23,000.00	$24,144.00	$22,972.95
18085000-50920	County	County tax	$996,083.00	$920,550.00	$836,291.50
27091002-40700	Parks and Rec	Smokey's	($3,000.00)		
27091002-40702	Parks and Rec	Merchandise	($30,000.00)		

27091002-40703	Parks and Rec	Concessions	($8,000.00)		
27091002-40704	Parks and Rec	Vendors	($9,000.00)		
27091002-40705	Parks and Rec	Sponsors	($28,500.00)		
27091002-40706	Parks and Rec	Transfer from Moxie Fund	($63,200.00)		
27091002-50307	Parks and Rec	Advertising	$6,000.00		
27091002-50451	Parks and Rec	Contracted Professional Services (porta, trash bins)	$4,200.00		
27091002-50670	Parks and Rec	Transfer to Moxie Fund	$78,500.00		
27091002-5401	Parks and Rec	Merchandise	$15,000.00		
27091002-5402	Parks and Rec	Fireworks	$6,500.00		
27091002-5403	Parks and Rec	Parade	$8,000.00		
27091002-5405	Parks and Rec	Entertainment	$17,000.00		
27091002-5406	Parks and Rec	Sales Tax Pa	$1,000.00		
27091002-5407	Parks and Rec	Logistics (stage)	$5,000.00		
27091002-5408	Parks and Rec	Moxie Bass Fishing Tournament	$500.00		
38081000-53315	Debt	fy24 harley davidson lease	$0.00	$7,500.00	$0.00
38081000-53400	Debt	2005 Bond Principal	$0.00	$0.00	$0.00
38081000-53401	Debt	2006 Bond Principal	$0.00	$0.00	$0.00
38081000-53403	Debt	2010 Bond Principal	$53,040.00	$53,040.00	$53,040.00
38081000-53404	Debt	2011 Bond Principal	$0.00	$0.00	$0.00
38081000-53405	Debt	2014 QECB Principal	$46,851.49	$43,780.00	$43,988.29
38081000-53406	Debt	2017 Bond Principal	$150,000.00	$150,000.00	$150,000.00

38081000-53409	Debt	2020 Bond Principal	$150,000.00	$150,000.00	$150,000.00
38081000-53410	Debt	2022A Principal	$186,666.67	$186,667.00	$0.00
38081000-53601	Debt	2006 Bond Inteest	$0.00	$0.00	$0.00
38081000-53603	Debt	2010 Bond Interest	$10,768.83	$12,925.00	$14,453.09
38081000-53604	Debt	2011 Bond Interest	$0.00	$0.00	$0.00
38081000-53605	Debt	2014 QECB Interest	$10,573.65	$13,646.00	$13,436.85
38081000-53607	Debt	2017 Bond Interest	$13,320.00	$16,613.00	$19,657.50
38081000-53609	Debt	2020 Bond Interest	$15,165.00	$17,183.00	$9,090.00
38081000-53612	Debt	2022 Bond Int Ferry	$81,974.66	$86,772.00	$84,623.47

PROPOSED FY25 SEWER BUDGET
COMPARED TO FY24 ADOPTED BUDGET

Organization	Object	Project	Account Description	2025 Manager Budget	2024 Budget	2023 Actuals
65052500	40605		Rental of Equipment	$0.00	($10,000.00)	($10,000.00)
65052500	40800		Interest Rebate	$0.00	($6,160.00)	($6,160.00)
65052500	40600		Domestic Sewer Revenue	($1,305,684.00)	($1,243,508.57)	($1,204,279.22)
65052500	40601		Industrial Sewer Revenue	($137,810.00)	($130,747.53)	($114,041.46)
65052500	40602		Septage Revenue	($200,530.00)	($139,384.80)	($136,211.83)
65052500	40603		Finance Charges	($8,500.00)	($8,500.00)	($8,735.16)
65052500	40606		Sewer Application Fee	($175.00)	$0.00	($326.22)
65052500	40607		Sewer Hook-Up Fee	($7,000.00)	($7,000.00)	($13,048.78)
65052500	40991		Misc Revenue	($900,923.00)	($15,000.00)	($345.11)
65052500	50102		Department Head	$99,632.00	$95,459.00	$96,925.06
65052500	50103		Supervisory wages	$61,734.00	$0.00	$0.00
65052500	50104		Non Supervisory	$211,962.40	$254,171.63	$192,717.98
65052500	50107		Admin Wages	$21,364.66	$18,287.00	$0.00
65052500	50140		Overtime wages	$32,500.00	$22,900.00	$30,480.92
65052500	50201		Unemployment Costs	$259.00	$412.00	$0.00
65052500	50202		Workers Comp Insurance	$7,544.00	$13,284.14	$7,267.64
65052500	50210		Maine State retirement	$36,959.52	$37,998.07	$24,002.59
65052500	50215		Admin Benefits	$4,976.20	$6,071.00	$0.00
65052500	50220		Health insurance	$59,144.24	$52,348.00	$52,501.08
65052500	50221		HRA Costs	$2,000.00	$3,836.00	$1,813.19
65052500	50230		FICA taxes	$29,492.94	$28,498.55	$23,963.98
65052500	50240		Medical testing	$400.00	$400.00	$268.42
65052500	50301		Office supplies	$2,500.00	$2,500.00	$2,607.56
65052500	50303		Other Supplies	$51,200.00	$42,700.00	$48,615.83
65052500	50306		Postage	$7,000.00	$8,500.00	$5,301.92
65052500	50307		Advertising	$300.00	$300.00	$0.00
65052500	50330		Drug Testing	$600.00	$400.00	$677.65
65052500	50331		Small Tools	$3,000.00	$3,000.00	$2,982.17
65052500	50351		Clothing/Boot Allowance	$4,500.00	$4,500.00	$3,961.90

65052500	50352		Cell Phone allowance	$2,564.00	$2,564.00	$2,042.66
65052500	50375		Gas	$6,343.20	$6,100.00	$5,471.82
65052500	50377		Diesel	$2,700.00	$2,410.00	$1,718.52
65052500	50401		Professional employee training	$4,500.00	$3,000.00	$2,373.00
65052500	50413		Mileage/Travel Reimbursement	$300.00	$300.00	$0.00
65052500	50430		Filing fees/licenses/permits	$2,100.00	$2,100.00	$1,561.04
65052500	50450		Legal expense	$1,000.00	$1,000.00	$999.88
65052500	50452		Audit services	$3,150.00	$2,634.00	$1,683.33
65052500	50455		Profesional Services	$10,000.00	$10,000.00	$2,567.50
65052500	50483		Security System Maintenance	$3,500.00	$3,500.00	$2,985.89
65052500	50510		Electricity	$140,000.00	$120,000.00	$129,681.34
65052500	50511		Water usage fees	$23,150.00	$22,800.00	$19,930.82
65052500	50512		Telephone	$1,899.00	$950.00	$777.21
65052500	50514		Heating Fuel	$9,500.00	$9,500.00	$12,629.94
65052500	50530		Software and Services	$19,080.00	$19,080.00	$0.00
65052500	50539		R&M: Catch Basins & Manhole Cv	$7,500.00	$7,500.00	$4,655.83
65052500	50546		R & M: SEWER	$84,000.00	$72,000.00	$68,375.52
65052500	50550		Meter Read	$14,000.00	$14,000.00	$21,261.96
65052500	50555		Sludge Disposal	$195,000.00	$188,000.00	$100,651.33
65052500	50556		Trash Removal	$4,000.00	$2,800.00	$2,518.88
65052500	50557		CCTV & Cleaning Out	$10,000.00	$10,000.00	$1,650.00
65052500	50601		General Liability	$539.00	$1,225.00	$1,217.00
65052500	50602		Vehicle Insurance	$1,030.00	$1,035.00	$990.00
65052500	50604		Property Insurance	$12,146.00	$11,908.00	$11,027.00
65052500	50750		Improvements other than buildi	$721,000.00	$205,200.00	$49,769.30
60000801	50801		Redemption of principal	$204,397.44	$0.00	$0.00
60000801	50805		Interest expense	$166,525.66	$0.00	$0.00
65052500	50806		Bond Administration Fees	$0.00	$2,200.00	$0.00
65052500	53401		2005 FR Bond Principal	$25,000.00	$25,000.00	$25,000.00
65052500	53405		2014 QECB Principal	$18,220.02	$17,026.00	$17,106.56

65052500	53600		2004 FR Bond Interest	$0.00	$963.00	$1,311.68
65052500	53601		2005 FR Bond Inteest	$1,813.06	$2,189.00	$2,563.82
65052500	53605		2014 QECB Interest	$4,111.98	$5,307.00	$5,225.44

PROPOSED MANAGERIAL SPECIAL REVENUE BUDGET

GL	Department Name	Project Name	Account Description	2025 Manager Budget	2024 Actuals	2023 Actuals
20000000-29206	ACO	Animal Control Vehicle Reserve	Dog License Revenues	-$750.00	-$39.00	-$2,651.00
20000000-29205	ACO	Animal Control Vehicle Reserve	Transfer to Capital Fund	$20,000.00	$0.00	$0.00
20000000-29201	ACO	Animal Control Vehicle Reserve	Fund Balance	-$13,721.00	-$32,971.00	-$32,932.00
20000000-29004	Assessing	Revaluation	Transfer from General Fund	-$50,000.00	-$30,000.00	-$30,000.00
	Assessing	Revaluation	Transfer to General Fund	$0.00	$15,000.00	$0.00
20000000-29728	Assessing	Revaluation	Fund Balance	-$125,000.00	-$75,000.00	-$60,000.00
20000000-29500	Buildings	Town Building Reserve	Misc Expenses	$0.00	$0.00	$214,000.00
20000000-29499	Buildings	Town Building Reserve	Fund Balance	$48,609.00	$48,609.00	$48,609.00
20000000-29732	Econ Dev	MDF Entrepreneurship Grant	Misc Revenues	$0.00	$0.00	-$12,202.20
20000000-29731	Econ Dev	MDF Entrepreneurship Grant	Misc Expenses	$0.00	$10,639.00	$34,946.77
20000000-29730	Econ Dev	MDF Entrepreneurship Grant	Fund Balance	-$14,075.43	-$14,075.43	-$24,714.43
20000000-40202-106	Econ Dev	CDBG Façade Grant	Misc Revenues	-$50,000.00	$0.00	$0.00
20000000-29778-106	Econ Dev	CDBG Façade Grant	Misc Expenses	$50,000.00	$0.00	$0.00
TBD	Econ Dev	CDBG Façade Grant	Fund Balance	$0.00	$0.00	$0.00
17072501-44409	Econ Dev	FAME	Investment Income	-$5,000.00	-$3,975.84	-$4,053.09

17072501-50300	Econ Dev	FAME	Misc Expenses	$525.00	$43.47	$524.25
17072501-10004	Econ Dev	FAME	Fund Balance	-$137,612.80	-$133,137.80	-$129,205.43
17072001-40751	Econ Dev	CDBG / DECD	Revolving Loan Interest	-$2,500.00	-$2,073.86	-$2,907.05
17072001-40752	Econ Dev	CDBG / DECD	Loan Origination Fee	$0.00	$0.00	-$250.00
17072001-40750	Econ Dev	CDBG / DECD	Late/Penalty Fees	$0.00	$0.00	-$427.04
17072001-44409	Econ Dev	CDBG / DECD	Investment Income	-$8,000.00	-$6,894.86	-$6,771.76
17072001-53939	Econ Dev	CDBG / DECD	Origination Expenses	$0.00	$0.00	$18.00
17072001-53936	Econ Dev	CDBG / DECD	Residential Plow Loan	$0.00	$0.00	$12,500.00
17072001-10004	Econ Dev	CDBG / DECD	Fund Balance	-$242,454.65	-$231,954.65	-$222,985.93
17071501-40751	Econ Dev	IRP	Revolving Loan Interest	-$3,000.00	-$2,345.00	-$3,554.79
17071501-44409	Econ Dev	IRP	Investment Income	-$23,000.00	-$21,896.49	-$22,587.33
17071501-44410	Econ Dev	IRP	Cash Over/Short	$0.00	$0.00	-$15,074.65
17071501-40750	Econ Dev	IRP	Late/Penalty Fees	$0.00	$0.00	-$252.04
17071501-50900	Econ Dev	IRP	Misc Expenses	$250.00	$2,300.38	$239.61
17071501-53944	Econ Dev	IRP	Main St Grant Program	$0.00	$25,000.00	$150,000.00
17071501-10004	Econ Dev	IRP	Fund Balance	-$730,590.81	-$704,840.81	-$707,899.70
20000000-29708	Econ Dev	Downtown TIF	TIF Revenues	-$90,000.00	-$89,114.16	-$97,561.00

20000000-29705	Econ Dev	Downtown TIF	TIF Expenses	$0.00	$8,723.15	$76,626.48
20000000-23100-107	Econ Dev	Downtown TIF	Transfer to General Fund	$29,961.23	$0.00	$0.00
20000000-50955-107	Econ Dev	Downtown TIF	Transfer to Capital Fund	$27,990.00	$0.00	$0.00
20000000-29702	Econ Dev	Downtown TIF	Fund Balance	-$199,553.30	-$167,504.53	-$87,113.52
20000000-29707	Econ Dev	Kelly Park TIF	TIF Revenues	-$55,000.00	-$54,269.96	-$47,522.15
20000000-29704	Econ Dev	Kelly Park TIF	TIF Expenses	$0.00	$0.00	$0.00
20000000-29701	Econ Dev	Kelly Park TIF	Fund Balance	-$250,582.96	-$195,582.96	-$141,313.00
20000000-29706	Econ Dev	Dingley TIF	TIF Revenues	$0.00	$0.00	-$312,374.94
20000000-29703	Econ Dev	Dingley TIF	TIF Expenses	$0.00	$2,265.75	$54,933.00
20000000-23100-108	Econ Dev	Dingley TIF	Transfer to General Fund	$74,970.92	$0.00	$0.00
20000000-29700	Econ Dev	Dingley TIF	Fund Balance	-$180,205.27	-$255,176.19	-$257,441.94
20000000-29448	Fire	Fire Truck	Misc Revenues	$0.00	-$1,883.00	$0.00
20000000-11200-109	Fire	Fire Truck	Transfer from General Fund	-$75,000.00	$0.00	$0.00
20000000-29450	Fire	Fire Truck	Fund Balance	-$362,825.64	-$287,825.64	-$285,942.64

20000000-11200-110	Fire	Fire Equipment	Transfer from General Fund	-$70,000.00	$0.00	$0.00
2000000-29453	Fire	Fire Equipment	Fund Balance	-$171,596.00	-$101,596.00	-$101,596.00
20000000-29451	Fire	Fire Donations	Fund Balance	-$500.00	-$500.00	-$500.00
20000000-29348	GA	Giving Tree	Misc Revenues	-$4,000.00	-$5,765.94	-$2,690.00
20000000-29349	GA	Giving Tree	Misc Expenses	$2,000.00	$1,990.57	$1,704.42
20000000-29349	GA	Giving Tree	Fund Balance	-$12,265.95	-$10,265.95	-$6,490.58
20000000-29352	GA	Thanksgiving	Misc Revenues	-$4,000.00	$0.00	-$5,369.51
20000000-29353	GA	Thanksgiving	Misc Expenses	$3,500.00	$0.00	$3,289.96
20000000-29354	GA	Thanksgiving	Fund Balance	-$2,579.55	-$2,079.55	-$2,079.55
20000000-29616	Library	Summer Reading	Misc Revenues	-$500.00	-$80.00	-$2,647.15
20000000-29615	Library	Summer Reading	Misc Expenses	$1,200.00	$489.80	$2,420.67
20000000-29600	Library	Summer Reading	Fund Balance	-$1,700.91	-$2,400.91	-$2,810.71
20000000-29603	Library	Library Adult Programs	Misc Revenues	$0.00	$0.00	-$820.11
20000000-29602	Library	Library Adult Programs	Misc Expenses	$0.00	$67.51	$494.17
20000000-29601	Library	Library Adult Programs	Fund Balance	-$3,327.92	-$3,327.92	-$3,395.43
20000000-29609	Library	Library Patrick Memorial	Misc Expenses	$150.00	$57.60	$164.52
20000000-29610	Library	Library Patrick Memorial	Fund Balance	-$553.92	-$703.92	-$761.52
20000000-29617	Library	Library E Smith Memorial	Misc Expenses	$250.00	$0.00	$0.00
20000000-29611	Library	Library E Smith Memorial	Fund Balance	-$950.00	-$1,200.00	-$1,200.00
20000000-29621	Library	Library Lawrence Barron Memorial	Misc Expenses	$205.00	$0.00	$0.00

20000000-29612	Library	Library Lawrence Barron Memorial	Fund Balance	$0.00	-$205.00	-$205.00
20000000-29623	Library	Library Huston Memorial	Misc Expenses	$100.00	$0.00	$295.89
20000000-29613	Library	Library Huston Memorial	Fund Balance	-$494.11	-$594.11	-$594.11
20000000-29628	Library	Library Allison Ross Memorial	Misc Expenses	$1,500.00	$0.00	$0.00
20000000-29627	Library	Library Allison Ross Memorial	Fund Balance	-$7,585.00	-$9,085.00	-$9,085.00
20000000-48017	Library	Library Claire Paquette Memorial	Misc Revenues	$0.00	$0.00	-$50.00
20000000-53922	Library	Library Claire Paquette Memorial	Misc Expenses	$150.00	$0.00	$0.00
20000000-29729	Library	Library Claire Paquette Memorial	Fund Balance	-$556.00	-$706.00	-$706.00
20000000-29722	Parks	Parks Equipment	Fund Balance	-$19,750.00	-$19,750.00	-$19,750.00
20000000-48010	Parks	Beaver Park	Misc Revenues	-$5,000.00	-$1,674.32	-$11,530.85
20000000-53938	Parks	Beaver Park	Misc Expenses	$0.00	$0.00	$7,800.84
20000000-50955-111	Parks	Beaver Park	Transfer to Capital Fund	$20,000.00	$0.00	$0.00
20000000-29717	Parks	Beaver Park	Fund Balance	-$14,535.33	-$29,535.33	-$27,861.01
20000000-29652	Parks	MTM Seniors Program	Misc Revenues	-$10,000.00	-$9,397.80	-$12,342.00
20000000-29653	Parks	MTM Seniors Program	Misc Expenses	$10,000.00	$0.00	$12,721.97
20000000-29651	Parks	MTM Seniors Program	Fund Balance	-$9,017.83	-$9,017.83	$379.97

						-
20000000-29650	Parks	Playground Donations	Fund Balance	-$1,876.00	$1,876.00	$1,876.00
20000000-53900	Parks	Local Entertainment Bal	Misc Expenses	$1,500.00	$1,500.00	$1,550.00
					-	-
20000000-29712	Parks	Local Entertainment Bal	Fund Balance	-$5,250.00	$6,750.00	$8,250.00
52093501-40991	Parks	Davis Cemetery	Misc Revenues	$0.00	$0.00	-$471.30
52093501-44409	Parks	Davis Cemetery	Investment Income	-$750.00	-$301.81	-$582.12
					-	-
					$27,439.5	$27,137.7
52093501-10164	Parks	Davis Cemetery	Fund Balance	-$28,189.51	1	0
52093501-44409	Parks	Potter Patten Cemetery	Investment Income	-$15.00	-$12.13	-$11.24
52093501-10162	Parks	Potter Patten Cemetery	Fund Balance	-$434.58	-$419.58	-$407.45
20000000-29990	Parks	Blake Cemetery	Fund Balance	$383.58	$383.58	$383.58
					-	-
TBD	Parks	Recreation Land Use	Fund Balance	-$2,499.00	$2,499.00	$2,499.00
20000000-23100-112	Police	State Drug Forfeiture	Transfer to General Fund	$1,663.00	$0.00	$0.00
					-	-
20000000-29401	Police	State Drug Forfeiture	Fund Balance	-$4,592.00	$6,255.00	$6,255.00
					-	-
24047001-40460	Police	DARE	Misc Revenues	-$3,500.00	$3,125.00	$3,393.00
						$10,265.4
24047001-50900	Police	DARE	Misc Expenses	$8,000.00	$6,274.83	3
					-	-
					$21,109.7	$24,259.5
24047001-10004	Police	DARE	Fund Balance	-$16,609.74	4	7
					-	-
41030000-11200-113	Police	Cruiser Reserve	Transfer from General Fund	-$90,000.00	$90,000.0 0	$90,000.0 0
41030000-50955-113	Police	Cruiser Reserve	Transfer to Capital Fund	$67,000.00	$0.00	$0.00
						$35,365.9
41030000-29536	Police	Cruiser Reserve	Misc Expenses	$0.00	$0.00	5

41030000-29526	Police	Cruiser Reserve	Fund Balance	-$112,429.22	-$89,429.22	$570.78
20000000-29404	Police	Federal Drug Forfeiture	Misc Expenses	$0.00	$0.00	$2,842.09
20000000-29403	Police	Federal Drug Forfeiture	Fund Balance	$6,629.09	$6,629.09	$6,629.09
12020000-37450	Police	Police Equipment Reserve	Transfer from Unassigned Fund Bal	$0.00	$0.00	-$16,000.00
20000000-53907	Police	Police Equipment Reserve	Misc Expenses	$0.00	$0.00	$18,130.23
20000000-29719	Police	Police Equipment Reserve	Fund Balance	-$897.77	-$897.77	-$897.77
20000000-11200-114	Public Works	Guardrail	Transfer from General Fund	-$10,000.00	$0.00	$0.00
20000000-23100-114	Public Works	Guardrail	Transfer to General Fund	$5,000.00	$0.00	$0.00
20000000-29725	Public Works	Guardrail	Fund Balance	-$7,176.00	-$2,176.00	-$2,176.00
20000000-50955-115	Public Works	Solid Waste Trailer	Transfer to Capital Fund	$35,000.00	$0.00	$0.00
TBD	Public Works	Solid Waste Trailer	Fund Balance	$0.00	-$35,000.00	-$35,000.00
20000000-11200-116	Public Works	Traffic Signals	Transfer from General Fund	-$50,000.00	$0.00	$0.00
TBD	Public Works	Traffic Signals	Fund Balance	-$50,000.00	$0.00	$0.00
20000000-29503	Public Works	DOT Match Reserve	Fund Balance	-$106,767.00	-$106,767.00	-$106,767.00
42092000-40505-117	Sewer	USDA RD Set Aside	Transfer from Sewer Fund	-$51,000.00	$0.00	$0.00
TBD	Sewer	USDA RD Set Aside	Fund Balance	-$51,000.00	$0.00	$0.00
42092000-53210	Sewer	USDA RD Loan/Grant	Grant Expense	$1,300,000.00	$926,328.57	$395,947.88

12020000-10055	Town Manager	Sales of Surplus Property	Fund Balance	-$6,786.04	-$6,786.04	-$6,786.04
20000000-53937	Town Manager	ARPA	Misc Expenses	$442,495.63	$63,597.44	$247,085.93
TBD	Town Manager	MUNIS Reserve CF	Transfer to General Fund	$14,173.00		
20000000-29261	Town Manager	MUNIS Reserve CF	Fund Balance	-$28,189.00	-$28,189.00	-$28,189.00
20000000-29289	Town Manager	Accrued Comp. Absences Reserve CF	Fund Balance	-$7,173.00	-$7,173.00	-$7,173.00
		Technology Reserve Bal	Transfer to General Fund	$3,500.00		
20000000-29711	Town Manager	Technology Reserve Bal	Fund Balance	-$31,322.00	-$34,822.00	-$34,822.00
40000000-50490	Town Manager	Capital Projects Reserve	Misc Expenses	$0.00	$0.00	$3,737.07
40000000-50491	Town Manager	Capital Projects Reserve	Fund Balance	-$68,802.93	-$68,802.93	-$68,802.93
2000000-29426	Town Manager	Health Insurance Reserve	Fund Balance	-$69,800.00	-$69,800.00	-$69,800.00
20040000-22096	Town Manager	HRA Reserve	Fund Balance	-$9,819.00	-$9,819.00	-$9,819.00
52093501-44409	Town Manager	Maine Research Company Charity	Investment Income	-$100.00	-$86.58	-$91.19
52093501-10163	Town Manager	Maine Research Company Charity	Fund Balance	-$3,096.47	-$2,996.47	-$2,909.89
20000000-53895	Town Manager	49 Frost Hill	Fund Balance	$3,093.00	$3,093.00	$3,093.00
12022000-29099	Town Manager	6 Union St	Fund Balance	$36,575.32	$0.00	$0.00
27091002-44409	Parks	Moxie Festival	Investment Income	-4,000.00		
27091002-?????	Parks	Moxie Festival	Transfer from General Fund			
27091002-?????	Parks	Moxie Festival	Transfer to General Fund	$63,200.00		
27091002-10020	Parks	Moxie Festival	Fund Balance	-$100,987.36		

	Econ Dev	Pinewoods Forest	Transfer from General Fund
	Econ Dev	Pinewoods Forest	Fund Balance

Row Labels	Sum of 2025 Manager Budget
School	**$8,277,313.00**
contractual services	$8,277,313.00
Police	**$2,553,684.05**
commodities	$184,467.38
contractual services	$38,768.00
personnel services	$2,330,448.67
Public Works	**$1,554,268.88**
commodities	$458,500.00
contractual services	$74,112.00
personnel services	$1,021,656.88
Fire	**$1,516,347.52**
commodities	$197,193.00
contractual services	$583,459.15
personnel services	$735,695.37
Parks and Rec	**$1,140,150.55**
commodities	$224,800.00
contractual services	$121,635.00
personnel services	$793,715.55
County	**$996,083.00**
contractual services	$996,083.00
Debt	**$718,360.30**
debt service	$718,360.30
Solid Waste	**$697,958.31**
commodities	$69,590.49
contractual services	$288,526.00
personnel services	$339,841.82
Finance / Tax	**$595,190.04**
commodities	$21,250.00
contractual services	$8,000.00
personnel services	$565,940.04
Buildings	**$548,660.84**
commodities	$235,871.70
contractual services	$293,634.10
personnel services	$19,155.04
Emergency Management	**$534,960.86**
personnel services	$534,960.86
Econ Dev	**$467,854.35**
commodities	$19,500.00
contractual services	$314,606.35
personnel services	$133,748.00
Winter	**$462,232.28**
commodities	$328,000.00
contractual services	$50,000.00
personnel services	$84,232.28
Town Manager	**$444,181.08**
commodities	$3,100.00

contractual services	$14,750.00
personnel services	$426,331.08
Library	**$431,248.81**
commodities	$37,000.00
contractual services	$9,442.50
personnel services	$384,806.31
Lisbon Communications Center	**$398,218.04**
commodities	$2,745.00
contractual services	$5,780.00
personnel services	$389,693.04
Code Enforcement	**$258,789.90**
commodities	$8,000.00
contractual services	$600.00
personnel services	$250,189.90
Clerk	**$209,361.63**
commodities	$18,400.00
contractual services	$18,500.00
personnel services	$172,461.63
Assessor	**$135,994.06**
commodities	$7,400.00
contractual services	$52,900.00
personnel services	$75,694.06
Animal Control	**$127,587.73**
commodities	$8,766.00
contractual services	$14,761.00
personnel services	$104,060.73
GA	**$126,200.86**
commodities	$51,150.00
contractual services	$800.00
personnel services	$74,250.86
Insurance	**$124,073.00**
commodities	$72,902.00
contractual services	$14,980.00
personnel services	$36,191.00
Legal	**$70,000.00**
contractual services	$70,000.00
Transportation	**$41,333.33**
contractual services	$41,333.33
Elected Officials	**$39,598.48**
commodities	$1,050.00
contractual services	$5,000.00
personnel services	$33,548.48
Other	**$23,000.00**
contractual services	$23,000.00
Finance	**$17,500.00**
contractual services	$17,500.00
Planning Board	**$7,244.70**

commodities	$1,125.00
personnel services	$6,119.70
Appeals Board	**$1,151.25**
commodities	$300.00
personnel services	$851.25
Grand Total	**$22,518,546.85**

GL	Department Name	Account Description	2025 Manager Budget	2024 Budgeted	2023 Actuals	2022 Actuals	Notes	Category
12025500-50221	Insurance	HRA Costs	$30,000.00	$34,500.00	$26,059.96	$24,472.32	This account provides an HRA for all employees enrolled in the Maine Municipal Employees Health Trust. The Town funds the account with $500.00 for single coverage and $1,000.00 for family coverage. This benefit was offered when the Town switched from the self insured plan to a reduced benefit plan through MMEHT. The funds are used to reimburse qualified health expenses.	personnel services
12025500-50601	Insurance	General Liability	$8,049.00	$6,650.00	$7,988.00	$5,506.00	This account provides insurance for all town-owned buildings and general liability.	contractual services
12025500-50602	Insurance	Vehicle Insurance	$28,296.00	$23,033.00	$18,420.00	$19,930.00	This account provides insurance for all town-owned vehicles and general liability.	commodities
12025500-50603	Insurance	Police Liability	$6,081.00	$6,097.00	$5,838.00	$5,049.00	This account provides insurance for law enforcement liability	contractual services
12025500-50604	Insurance	Property Insurance	$44,606.00	$43,728.00	$41,980.00	$36,213.00	This account provides for property insurance coverage.	commodities
12025500-50606	Insurance	Crime Insurance	$450.00	$489.00	$408.00	$405.00	This account provides insurance for crime insurance.	contractual services
12025500-50607	Insurance	Public Officials	$1,816.00	$1,777.00	$1,589.00	$1,471.00	This account provides insurance for public officials' liability.	personnel services
12025500-50608	Insurance	Employment Liability	$0.00	$2,371.00	$2,276.00	$1,963.00	This account provides insurance for employee officials' liability. As of FY24 it is included with other coverage costs.	
12025500-50609	Insurance	Public Officials Bond Insuranc	$4,375.00	$3,422.00	$3,900.00	$2,950.00	This account provides bond insurance for the Town Manager, Assistant Town Manager, Finance Director, Tax Collector and GA Administrator.	personnel services
12025500-50610	Insurance	Critical Incident Ins.	$400.00	$1,449.00	$0.00	$0.00	This account provides legal representation to law enforcement officers involved in a critical incident who are not covered by the union.	contractual services

Account Type	Organization	Object	Detail Type	Year	Line	Quantity	Amount	Description	Justification
E	12026500	50360	A	2025	10	8	$9,560.00	motorola body worn cameras	This would bring us up to 16 Body-worn cameras total, and the following year we would purchase 3 more, so all staff would have
E	12026500	50360	A	2025	20	1	$7,568.00	motorola cruiser camera	This would replace the last remaining Cruiser front and backseat
E	12026500	50530	A	2025	10	1	$23,600.00	police tritech imc pd	
E	12026500	50530	A	2025	20	1	$3,660.00	police PD METRO	
E	12026500	50530	A	2025	30	1	$1,680.00	police PD 911 Recording Equature Software	
E	12026500	50530	A	2025	40	1	$1,010.00	police NCIC,W2W,NESPIN,K9 PacTrac	
E	12026500	50530	A	2025	50	1	$2,730.00	Motorola Body Camera year licenses	
E	12026500	50530	A	2025	60	1	$85,000.00	MUNIS	
E	12026500	50530	A	2025	70	1	$5,395.00	Assessing TRIO upgrade from TRIO Sql to TRIO Web	
E	12026500	50530	A	2025	80	1	$500.00	police power dms maine le accrediation software	
E	12026500	50530	A	2025	90	1	$4,000.00	dirigo safety le accrediation contract	
E	12026500	50530	A	2025	100	1	$16,000.00	bangor payroll	
E	12026500	50530	A	2025	110	1	$400.00	Zoom Webinar License	Zoom Webinar Licenses for remote meeting capabilities
E	12026500	50530	A	2025	120	1	$1,000.00	Adobe Teams	
E	12026500	50530	A	2025	130	1	$14,400.00	burgess on site	
E	12026500	50530	A	2025	140	1	$8,400.00	town server backup	
E	12026500	50530	A	2025	150	1	$5,880.00	barracuda	
E	12026500	50530	A	2025	160	1	$2,520.00	firewall	
E	12026500	50530	A	2025	170	1	$9,200.00	office 365	
E	12026500	50530	A	2025	180	1	$4,000.00	library minerva	
E	12026500	50530	A	2025	190	1	$1,932.00	fire reporting software	
E	12026500	50530	A	2025	200	1	$850.00	fire im reporting	
E	12026500	50530	A	2025	210	1	$15,500.00	trio motor vehicle and assessing	
E	12026500	50530	A	2025	220	1	$3,300.00	town hall streams	
E	12026500	50530	A	2025	230	1	$4,500.00	civic clerk	
E	12026500	50530	A	2025	240	1	$9,000.00	cloudpermit	
E	12026500	50530	A	2025	250	1	$2,000.00	kyocera	
E	12026500	50530	A	2025	260	1	$10,000.00	clerk business license software	
E	12051500	50451	A	2025	10	1,040	$26,000.00	Custodial Staff Contract for Library and MTM	
E	12051500	50451	A	2025	20	1	$2,000.00	town hall carpet cleaning	
E	12051500	50512	A	2025	10	12	$15,600.00	VoIP Phone Service through Wolf Technologies	
E	12051500	50512	A	2025	20	12	$6,876.00	SIPTrunk.com Monthly Fees for SIP Trunk services	
E	12051500	50520	A	2025	10	1	$11,500.00	Thayer Maintenance Contracts	
E	12051500	50549	A	2025	10	1	$23,000.00	General repairs and maintenance to all town buildings with anticipated projects for this year.	
E	12051500	50549	A	2025	20	1	$10,000.00	library epoxy floor	
E	12051500	50549	A	2025	30	1	$21,900.00	pw trailer	
E	14040500	50102	A	2025	10	1	$107,480.00	This line item is for the full-time salaried Police Chief responsible for the Police Department, Animal Control Department for four towns, and the Lisbon Communication Center.	
E	14040500	50104	P	2025	10	1	$83,616.00		This is for the addition of a Patrol Sergeant. Please see Personnel Budget Request Justification Form for further details.
E	14040500	50104	F	2025	20	1	$80,995.00		This is for the addition of a Domestic Violence/Juvenile Detective. This is a position we once had and lost after a retirement years back.

E	14040500	50104	A	2025	30	1	$1,217,840.00	This line item provides regular wages for all full-time staff, union and non-union, as well as part-time non-union staff. The union contracts have been negotiated for, therefore current rates are based on the signed contract. The off-setting revenue for the school's 75% share of one School Resource Officer is reflected in the Revenue portion of the budget, and the second school resource officer is fully funded through the police department budget. The MDEA position is also fully reimbursed from the State of Maine is also showed in the Revenue portion of the budget.	
E	14040500	50107	A	2025	10	1	$58,926.00	This line item includes regular wages for the full-time Administrative Executive Assistant to the Chief of Police and also performs the duties of Court Officer for the Department.	Increase is due to a step increase and COLA.
E	14040500	50116	A	2025	10	1	$17,000.00	This line item is used for union negotiations, union issues that arise, and/or new employees that transfer into the union on a lateral pay from another department during the year.	
E	14040500	50117	A	2025	10	1	$11,500.00	This line item covers the cost of Lisbon Officers who are scheduled to work school and other outside details.	
E	14040500	50130	A	2025	10	1	$34,994.00	The Lisbon Police Department employs uniformed reserve officers who provide a variety of essential duties. Reserve officers complement the full-time uniformed patrol division by providing part-time coverage during busy hours. Reserve officers are required to complete a law enforcement pre-service training program prior to working in uniform, and they exercise similar authority to full time officers in accordance with state law.	
E	14040500	50140	A	2025	10	1	$57,000.00	This account provides overtime wages for employees.	Increase is due to more call outs and Officers investigating cases past
E	14040500	50143	A	2025	10	1	$5,000.00	This account provides for overtime wages to be used when officers attend court hearings.	
E	14040500	50145	A	2025	10	1	$180,000.00	This line item covers costs for Vacation, Sick, Training, Holiday, Personal Day, and On Call time, replacement accounts.	Increase is due to the union contractual raise increase, as well as some increased large scale training.
E	14040500	50201	A	2025	10	1	$864.00	This line item is used to cover unemployment insurance	
E	14040500	50202	A	2025	10	1	$52,778.23	This line item is used to cover worker's compensation insurance expenses for above-listed employees.	
E	14040500	50220	A	2025	10	1	$365,000.00	employer health contribution for existing staff	
E	14040500	50220	A	2025	20	2	$40,000.00	place holder for employer health for proposed new hires	
E	14040500	50260	A	2025	10	1	$500.00		
E	14040500	50301	A	2025	10	1	$5,150.00		
E	14040500	50302	A	2025	10	1	$28,000.00	This line item provides operating supplies for the police department including, patrol, CID, Drug test kits, firearms (ammo), and investigative supplies.	
E	14040500	50306	A	2025	10	1	$300.00	This line item provides postage costs for the police department.	
E	14040500	50307	A	2025	10	1	$200.00	This line provides for advertising costs for the police department.	
E	14040500	50308	A	2025	10	1	$4,000.00	This line item provides printing services for the police department. (cards, yearly updated required law books, envelopes, printer paper, etc.) (Cost for law books have increased, and we also need to purchase new LEOM's for officers)	
E	14040500	50349	A	2025	10	1	$3,700.00	This line item provides professional services for personnel hiring that includes polygraph, and psychological assessments.	

E	14040500	50351	A	2025	10	1	$25,600.00	This line provides uniforms and equipment for employees per union contract, as well as cost to up-fit a new officer with all equipment.	
E	14040500	50351	A	2025	20	1	$2,200.00	Police Motorcycle Leather Jackets for the five newly training Motor Officers.	Leather Jackets are a safety item and also provide warmth in the colder days.
E	14040500	50352	A	2025	10	1	$9,807.84	This line item provides cell phone services, as well as mobile laptop Mifi's in the cruisers for the police department.	Increase is due to adding a cell phone and , as well as now needing an unlimited phone plan and unlimited data plan for programs.
E	14040500	50353	A	2025	10	1	$1,900.00	This line item provides fit-testing, as well as hearing testing for current employees and also is used for new hires or current employees to also receive annual physicals. Scheduled to do them in January/February for the department, so money will not be spent until after that.	
E	14040500	50375	A	2025	10	1	$36,480.00	This line item provides fuel for the police department vehicles.	
E	14040500	50377	A	2025	10	1	$350.00	This line item provides diesel for the police department vehicles.	
E	14040500	50378	A	2025	10	1	$6,628.00	This line item provides for tires and tire maintenance	
E	14040500	50401	A	2025	10	1	$20,000.00	This line provides training fees to send officers to outside trainings, Dirigo Safety LLC dues, Daigle Law Group Path of The Guardian training, Academy fees, BLETP fees and LEO memberships. We continue to use Risk Management Approach: Look into future and asking what can go wrong, then doing something to prevent it.	
E	14040500	50413	A	2025	10	1	$450.00	This line provides travel expenses (mileage, tolls, parking fees, hotels).	
E	14040500	50415	A	2025	10	1	$2,608.00	Per article 26 of union contracts employees must give notice to the Town of Lisbon if they intend on taking college courses in the upcoming financial year by March 1st. Limited to 2 courses per fiscal year and capped at UMA rates. Contract includes tuition and supplies. One request was made for 2 courses plus texts.	
E	14040500	50501	A	2025	10	1	$0.00		
E	14040500	50501	A	2025	20	1	$14,000.00	This line item provides for repairs and maintenance on police department vehicles. All vehicles serviced by public works or outside contractors.	
E	14040500	50512	A	2025	10	1	$7,768.00	This line item provides for telephone services.	
E	14040500	50532	A	2025	10	1	$2,000.00	This line item provides furnishings for the police department. This account replaced former furniture and fixtures account.	
E	14040500	50536	A	2025	10	1	$5,500.00	This line item provides for repairs and maintenance on police department equipment.	
E	14040500	50710	A	2025	10	1	$5,000.00	This line item provides new equipment (handguns, shelving, Tasers, CID equip. etc.) or large item replacement for the police department this year such as Portable Radios, Bullet proof vests for new hire Officers to go to MCJA. This line item will also pay for the purchase of the K-9 supplies and equipment.	
E	14040500	50710	A	2025	20	1	$8,410.00	A ballistic helmet is a type of protective headgear that is specifically designed to protect the wearer's head from ballistic threats such as bullets and shrapnel. These helmets are made from materials that are capable of stopping or deflecting bullets and other ballistic threats.	High-risk incidents that our law enforcement, officers have been exposed to this past year, can expose officers to ballistic threats. Ballistic helmets are designed to protect the wearer's head from these threats, reducing the risk of injury or death to our Officers. These helmets are essential for our Officers who engage in high-risk
E	14040500	50710	A	2025	30	1	$2,010.00	IFAK (Individual First Aid Kit) Rescue Medical Kit for each officer that can be worn by the officer.	We know that having medical kits on our person can save lives in a timely manner. These kits are the size of a small pouch and contain

E	14040500	50710	A	2025	40	1	$5,335.00	Level III+ stand alone rifle plates for each officer.	These rifle plates are level III+ plates and can be worn in the outer vest carriers that the officers currently wear. These plates will stop rifle ballistic bullets. This will allow every officer on the department to be issued these rifle plates. Something we found out during the recent Mass shooter manhunt, was majority of our department was
E	14040500	50710	A	2025	50	1	$13,896.00	Patrol Rifle- Bushmaster 5.56NATO rifles with Eotech Optic, lights, and sling.	This would allow us to equip the remaining nine Officers on the department with patrol rifles, as we currently have rifles on the department. We had a critical incident where the department was called in and 9 Officers did not have rifles (long guns) going up against
E	14040500	50710	A	2025	60	1	$9,843.00	Eotec G43 Optic Magnifier, with flip mount for Patrol Rifles	EOTECH Magnifiers enhance any EOTECH Holographic Weapon Sight (HWS) by enlarging the target's image when needed. This allows Officers to ensure precision when needing to use deadly force. During the search for the Mass murder suspect Officers found
E	14040500	50720	A	2025	10	1	$3,400.00	This is for the purchase of a new radar unit for the Motorcycle.	
E	14041500	50104	F	2025	10	1	$206,628.24		
E	14041500	50104	F	2025	20	2	$123,439.68		
E	14045000	50104	A	2025	10	1	$61,419.00	This line item provides regular wages for one full-time hourly Animal Control Officer, and also one part-time replacement when F/T officer is unavailable or on vacation. The Animal Control Officer provides service to the Town of Lisbon, Bowdoin, Durham, and Sabattus.	
E	14045000	50140	A	2025	10	1	$2,200.00	This account provides overtime wages and fill-in coverage as needed.	
E	14045000	50201	A	2025	10	1	$43.20		
E	14045000	50302	A	2025	10	1	$1,000.00	This line item provides operating supplies for the animal control department.	
E	14045000	50351	A	2025	10	1	$650.00	This line provides uniforms and equipment for two ACO's.	
E	14045000	50352	A	2025	10	1	$960.00	This line item provides unlimited cell phone and mifi services for the ACO.	The increase of the cost from last year is due to a increase in the unlimited plan for the cell phone and laptop Mifi.
E	14045000	50375	A	2025	10	1	$3,968.00	This line item provides fuel for the ACO.	
E	14045000	50378	A	2025	10	1	$700.00	This line item provides for tires and tire maintenance of animal control vehicle.	
E	14045000	50401	A	2025	10	1	$400.00	This account line provides training fees, and dues for two ACO's.	
E	14045000	50453	A	2025	10	1	$14,761.00	This line provides for shelter expenses for the Town of Lisbon on acquired animals at Midcoast Humane Society.	
E	14045000	50536	A	2025	10	1	$2,000.00	This line item provides for repairs and maintenance for the animal control department, including maintenance and repairs on the ACO truck. *Kennels/cages/poles, equipment*	
E	14045000	50710	A	2025	10	1	$848.00	The following item would be for the purchase of a 9mm Rifle to replace the Shotgun that the Animal Control Officer currently uses.	The following item would be for the purchase of a 9mm Rifle with a optic to replace the Shotgun that the Animal Control Officer currently uses. The shotgun is old and outdated and in most circumstances is to big of a round to dispatch the small animals that the ACO has to
E	14045000	50710	A	2025	20	1	$250.00	This line item provides equipment for the animal control department throughout the year.	
E	14046000	50104	A	2025	10	1	$227,935.00	This line item provides regular wages for all full-time union staff and for the IT consultant. The increase is based on the union contractual raises.	Increase is due to the Union contractual raises.
E	14046000	50116	A	2025	10	1	$3,500.00	This line item is used for union negotiations.	

E	14046000	50130	A	2025	10	1	$22,564.00	This account provides wages for reserve dispatchers. Reserve dispatchers are scheduled for 24 hours weekly (* 5:00pm - 01:00am Fri & Sat nights, and * Sunday 06:00am to 2:00pm) to augment full-time personnel.	Increase is due to a 2.5% COLA
E	14046000	50140	A	2025	10	1	$2,500.00	This account provides overtime wages for employees.	Increase is to cover overtime in the instances a second dispatcher is needed due to major storms, and serious incidents where there is high call volume. There also continues to be a yearly increase in call
E	14046000	50145	A	2025	10	1	$66,293.00	This line item combines Vacation, Sick, Training, Holiday, and Personal Day replacement accounts. The combining of all "wage replacement" accounts makes payroll, and transfer to Munis software system more manageable.	Increase due to union pay contractual increases.
E	14046000	50201	A	2025	10	1	$173.00	Unemployment compensation insurance	
E	14046000	50301	A	2025	10	1	$1,500.00	This line item provides office supplies for the Communications department.	
E	14046000	50307	A	2025	10	1	$120.00	This line provides for advertising costs for dispatch.	
E	14046000	50349	A	2025	10	1	$350.00	This line item provides professional services for personnel hiring that includes a polygraph examination.	Cost for one polygraph is $350 dollars.
E	14046000	50351	A	2025	10	1	$2,250.00	This line provides uniforms at a stipend rate set per union contract for each employee.	
E	14046000	50401	A	2025	10	1	$1,450.00	This line provides training fees, dues, academy fees, and memberships for communications officers.	
E	14046000	50512	A	2025	10	1	$2,280.00	This line item provides the E911 loop for the communications department.	
E	14046000	50536	A	2025	10	1	$1,125.00	This line item provides for repairs and maintenance of Communications Department equipment.	
E	16060500	50104	P	2025	50	2,080	$46,384.00	KERRI KIMBALL	See attached justification form for details; reclassifies "cataloging/technical services assistant" to "cataloging librarian" to
E	16060500	50104	P	2025	60	2,080	$46,384.00	CLAUDIA LEMIEUX	Reclassify "Patron Services Aide" to "Circulation Librarian" to more accurately reflect the demands of the position, including coordinating the library's social media presence, maintaining overdue reports, and
E	16060500	50104	P	2025	70	2,080	$51,022.40	CHRISTINE ALLEN	Grade/Step adjustment
E	16060500	50104	P	2025	80	2,080	$56,118.40	HEIDI HAYDEN	Grade/step adjustment
E	16060500	50308	A	2025	10	1	$250.00	Based on 3-year average.	
E	16060500	50352	A	2025	10	1	$420.00	Based on existing stipend authorized by Town of Lisbon for department heads.	
E	16060500	50402	A	2025	10	1	$100.00	Membership in the Maine Library Association for all 5 staff members of the Lisbon Library for one year	
E	16060500	50402	A	2025	20	1	$183.00	Membership for all 5 staff members in the American Library Association for one year.	
E	16060500	50451	A	2025	10	260	$6,500.00	Cleaning service for 5 hours per week at the library, provided by MerMaid cleaning service. Contracted in coordination with the Parks & Rec Department to replace loss of P/T custodial town employee.	
E	16060500	50511	A	2025	10	1	$150.00	Based on 3-year average, plus additional 10% contingency in case of surge in costs.	
E	16060500	50512	A	2025	10	1	$2,300.00	Based on 3-year average, plus 10% contingency.	
E	16060500	50513	A	2025	10	1	$175.00	Based on 3-year average, plus 10% contingency.	
E	16061500	29653	A	2025	10	1	$0.00		
R	16061500	40300	A	2025	10	1	($86,000.00)		
R	16061500	40301	A	2025	10	1	($15,000.00)		

R	16061500	40302	A	2025	10	1	($16,000.00)		
R	16061500	40303	A	2025	10	1	($79,150.00)		
R	16061500	40304	A	2025	10	1	($61,000.00)		
R	16061500	40305	A	2025	10	1	($20,000.00)		
R	16061500	40306	A	2025	10	1	($4,500.00)		
R	16061500	40307	A	2025	10	1	($8,000.00)		
R	16061500	40308	A	2025	10	1	($7,000.00)		
R	16061500	40309	A	2025	10	1	$0.00		
R	16061500	40310	A	2025	10	1	($3,000.00)		
R	16061500	40320	A	2025	10	1	($2,000.00)		
R	16061500	40321	A	2025	10	1	($2,500.00)		
R	16061500	40330	A	2025	10	1	($600.00)		
R	16061500	40334	A	2025	10	1	($1,000.00)		
R	16061500	40340	A	2025	10	1	($1,200.00)		
R	16061500	40341	A	2025	10	1	($5,000.00)		
R	16061500	40342	A	2025	10	1	($3,000.00)		
R	16061500	40343	A	2025	10	1	($2,000.00)		
R	16061500	40380	A	2025	10	1	($4,800.00)		
E	16061500	50102	F	2025	50	1	$100,126.40		Step 7 Salary and Park Ranger stipend
E	16061500	50104	A	2025	20	1	$306,055.40	Non Supervisory , Year-Round , Part and full time positions. This includes the addition of one (1) additional After School staff and one (1) additional Before School staff. It does not include wages for Cleaning Services, which the Town Manager directed he would budget elsewhere.	
E	16061500	50130	A	2025	20	1	$206,400.00	Seasonal positions including fitness instructors, summer day camp and sports counselors, summer parks labor, etc. FY25 includes the addition of four (4) additional summer day camp counselors.	The continued increase in registrations of campers (FY24 was up to 300 individual campers) necessitates additional staff to ensure staff to student ratios remain as close to 1:10 as possible.
E	16061500	50140	A	2025	10	1	$6,500.00	budgeted overtime hours for parks staff plowing and snow removal	
E	16061500	50230	A	2025	10	1	$49,925.42	0.0815 of total wages	
E	16061500	50301	A	2025	10	1	$2,200.00	Ink, Paper, all other office items	inflation for general supplies
E	16061500	50302	A	2025	10	1	$55,000.00	Hardgoods and supplies required to run all recreation programs throughout the year.	
E	16061500	50306	A	2025	10	1	$200.00		
E	16061500	50307	A	2025	10	1	$3,200.00	Creation and publication of annual brochure	
E	16061500	50351	A	2025	10	1	$1,000.00	Steel-toe boots and work clothing for full, parttime, and seasonal parks crew.	
E	16061500	50352	A	2025	10	1	$1,250.00		
E	16061500	50355	A	2025	30	1	$0.00	This program will not be active for FY25	
E	16061500	50356	A	2025	10	1	$24,000.00	Park fees, tickets, passes, etc., for summer day campers excursions.	
E	16061500	50357	A	2025	10	1	$3,800.00	Senior program expenses non-food related.	
E	16061500	50358	A	2025	10	1	$8,000.00	Expenses related to inaugurating programs or events that may be stand-alone events or have not been determined to become annual offerings.	
E	16061500	50359	A	2025	10	1	$1,200.00	Payment for referees for all youth sports programming games.	
E	16061500	50375	A	2025	10	1	$7,600.00		
E	16061500	50377	A	2025	10	1	$1,800.00		
E	16061500	50380	A	2025	10	1	$1,000.00	Reflective and/or protective wear for work in parks and mowing, TOL labeled clothing, etc,	

E	16061500	50401	A	2025	10	1	$3,000.00	membership and participation in Maine Recreation Park Association Conference, parks safety trainings, management/leadership trainings, and other appropriate avenues of learning for staff.
E	16061500	50414	A	2025	10	1	$7,500.00	expenses for weekly meals for the senior program.
E	16061500	50501	A	2025	10	1	$3,000.00	Regular maintenance for parks vehicles.
E	16061500	50510	A	2025	10	1	$3,000.00	Snack Shack electricity expenses.
E	16061500	50511	A	2025	10	1	$5,130.00	for MTM Community Center and Graziano Square.
E	16061500	50512	A	2025	10	1	$3,800.00	for MTM phone lines and maintenance and park building.
E	16061500	50513	A	2025	10	1	$1,000.00	for MTM Community Center
E	16061500	50522	A	2025	10	1	$2,200.00	Rental of indoor facilities for youth sports programming - generally indoor turf facility for field hockey, pool for swimming, etc.
E	16061500	50536	A	2025	10	1	$5,000.00	All parts & repair of non-road vehicles used to maintain parks & recreational spaces.
E	16061500	50541	A	2025	10	1	$15,000.00	fertilization and upkeep of Beaver Park field, Town office green areas, gardens and parks around town, as well as tree removal and replacement of these areas. Also includes replacement of town line signage where needed.
E	16061500	50542	A	2025	10	1	$8,000.00	Maintenance and repair of the River Trail, including portable toilets, dog waste stations, pavement and drainage repairs.
E	16061500	50543	A	2025	10	1	$4,800.00	Purchase of plants/seeds/bulbs for all green spaces throughout town, as well as gardening products, tools, and mulch. Includes upkeep of the Community Gardens.
E	16061500	50556	A	2025	10	1	$1,200.00	trash removal services for MTM Community Center.
E	16062000	50650	A	2025	10	1	$2,000.00	Historical society contribution
E	16062000	50651	A	2025	10	1	$1,000.00	contribution to LACO clothing and food bank
E	16062000	50652	A	2025	10	1	$2,800.00	contribution to Lisbon annual Memorial Day parade and events

Row Labels	Sum of 2025 Manager Budget	Sum of 2026 Manager Budget	Sum of 2027 Manager Budget	Sum of 2028 Manager Budget	Sum of 2029 Manager Budget
ACO	78900	0	0	0	0
Fire	654870	1027101	28098	2040621	597247
Parks/Rec	124000	50000	120000	0	8000
Police	67000	90000	90000	90000	90000
Public Works	1784000	475000	630000	835000	975000
Sewer	1970000	150000	140000	108000	500000
Solid Waste	99000	0	0	0	0
Town	73990	99700	14500000	0	30000
Grand Total	$4,851,760.00	$1,891,801.00	$15,508,098.00	$3,073,621.00	$2,200,247.00

Department	Revenue Type	Account Description	2025 Mgr Budget	2026 Mgr Budget	2027 Mgr Budget	2028 Mgr Budget	2029 Mgr Budget	Notes
		Capital - Technology	$46,000.00	$0.00	$0.00	$0.00	$0.00	$13,000 for PD IMC Server removed as Chief noted it is being centralized with County $18,000 for PD WatchGuard Server moved to FY29 per Police Chief; $46,000 for computer replacements from burgess;
Town		Capital - Town Buildings	$27,990.00	$99,700.00	$14,500,000.00	$0.00	$30,000.00	$110,000 for fy25 is for Town Office/Police Security System per CIP; removed per Town Manager; $20,900 in fy27 is for town hall server per cip $30k in CIP for Town phones removed due to completion in fy24 $12k for bathroom at Beaver Park Lodge moved to Parks/Rec operating budget due to below capital threshold of $25k $29,990 for lisbon fire station boiler $25k for transfer station heater - this is a contribution to a special reserve and has been moved to operating; in fy26, cip calls for library main level heat pump (26k), Town office photocopiers ($48,700), PW heating ($25k) fy27 calls for public safety building $14.5 million fy28 calls for library egress for $10k fy29 calls for town hall hvac upgrade for $30k
Town								
Town	Debt	Other Bonds Issued	$0.00	$0.00	($14,500,000.00)	$0.00	$0.00	
Town	Taxes	Transfer from General Fund	($73,990.00)	($99,700.00)	$0.00	$0.00	($30,000.00)	

Account Type	Organization	Object	Detail Type	Year	Line	Quantity	Amount	Description	Justification
E	40000000	50490	A	2025	10	1	$10,000.00	$10.000 to replace the roof of the Beaver Park cabin	This updated has been scheduled for several years to prevent the roof from deteriorating to such a point that more expensive repairs are needed.
E	40000000	50490	A	2025	20	1	$24,000.00	beaver park lodge bathroom	see attached
E	40000000	50542	A	2025	10	1	$50,000.00	The FY25 $50,000 amount is to replace the existing playground at Beaver Park.	The current playground is made of wood and cement pillars/pipes. The new plan for the new playground is to make it of more appropriate materials, handicapped accessible and creative to meet the needs o K-5th grade children.
E	40092000	50501	A	2025	10	1	$51,500.00	This is for the purchase of a 2024 Ford F150 Crew Cab 4x4 to be used for the Animal Control Officer.	The current Animal Control Officer vehicle is a 2015 Ford F150 and has approx. 135,000 miles
E	40092000	50720	A	2025	10	1	$27,400.00	This is for the purchase ALL of the equipment and electronics to up fit the Animal Control Officer vehicle. with new items to replace the old and outdated equipment. -Up fitting cost: $16,500 (includes new emergency lighting, consoles, and labor) -Computer- $2,500 Includes rugged laptop. -Truck Cap- $4,500 for Commercial Cap with side and rear double doors. -Police Radio replacement- $3,900 This is to replace the old radio n the ACO truck that is	This is to replace all of the equipment on and inside the ACO truck, the equipment is old and outdated and needs replacement.
E	41030000	29536	A	2025	10	1	$67,700.00	Cost to replace and upfit one cruiser in fy25 to be paid from vehicle reserve	
E	42092000	50720	A	2025	10	1	$50,000.00	The FY25 $50,000 amount is to replace Parks 2011 GMC truck.	The truck is a daily necessity of Parks crew labor, but will not be safe and functional much longer without extensive repair. This replacement has been budgeted from several years ago.

Organization	Object	Account Description	2025 Manager Budget	2024 Budget	2023 Actuals	2022 Actuals	2021 Actuals	Notes
65052500	40605	Rental of Equipment	$0.00	($10,000.00)	($10,000.00)	($10,000.00)	($10,000.00)	
65052500	40800	Interest Rebate	$0.00	($6,160.00)	($6,160.00)	($6,160.00)	($6,160.00)	
65052500	40600	Domestic Sewer Revenue	($1,305,684.00)	($1,243,508.57)	($1,204,279.22)	($1,398,117.22)	($1,147,721.20)	All metered sewer revenue that is billed through TRIO, soon to be MUNIS
65052500	40601	Industrial Sewer Revenue	($137,810.00)	($130,747.53)	($114,041.46)	($80,850.96)	($74,973.26)	All revenue generated through the billing for the Maine Electronics Groundwater Remediation Project, Springworks Farm and the Water Department Discharge from their Moody Rd. pump station
65052500	40602	Septage Revenue	($200,530.00)	($139,384.80)	($136,211.83)	($164,813.78)	($158,747.06)	Revenue from all septage and holding tank waste received
65052500	40603	Finance Charges	($8,500.00)	($8,500.00)	($8,735.16)	($7,837.68)	($19,721.96)	Revenue from charges paid when a bill is not paid on time
65052500	40606	Sewer Application Fee	($175.00)	$0.00	($326.22)	($159.75)	($375.00)	Revenue from the fee's paid when a sewer entrance permit is submitted
65052500	40607	Sewer Hook-Up Fee	($7,000.00)	($7,000.00)	($13,048.78)	($6,390.25)	($15,000.00)	Revenue from the sewer connection fee's paid when there is a new connection installed to the town collection system
65052500	40991	Misc Revenue	($900,923.00)	($15,000.00)	($345.11)	($1,883.20)	($616.25)	$15k Revenue generated form helping other communities or if other town departments are charged for use of department staff and equipment also includes $500k use of undesignated fund balance to offset some capital contribution; $385,923 use of fund balance to offset usda loan payment;
65052500	50102	Department Head	$99,632.00	$95,459.00	$96,925.06	$90,720.00	$86,096.65	This line item includes regular wages for one full-time salaried Sewer Superintendent, with an increase based on the new pay scale that still needs approval.
65052500	50103	Supervisory wages	$61,734.00	$0.00	$0.00	$0.00	$0.00	This line item provides regular hourly wages for one full time supervisor. Changes to supervisor pay for FY25 was generated using the new pay scale that still needs approval
65052500	50104	Non Supervisory	$211,962.40	$254,171.63	$192,717.98	$211,367.51	$198,430.23	This line item provides regular hourly wages for all full-time employees. Changes to to staff pay for FY25 was generated using the new pay scale that still needs approval
65052500	50107	Admin Wages	$21,364.66	$18,287.00	$0.00	$17,523.97	$17,449.00	This line item represents 10% of the Finance Director and Town Managers Salary.
65052500	50140	Overtime wages	$32,500.00	$22,900.00	$30,480.92	$17,049.99	$11,428.42	This line provides overtime wages for on-call responsibilities as well as after-hours work and emergencies. for hourly employees
65052500	50201	Unemployment Costs	$259.00	$412.00	$0.00	$349.18	$349.19	This line item is used to cover unemployment insurance expenses for the first $12,000 gross wages per employee per rate provided by the Finance Director.
65052500	50202	Workers Comp Insurance	$7,544.00	$13,284.14	$7,267.64	$11,501.06	$19,425.88	This line item is used to cover worker's compensation insurance expenses for above listed employees.
65052500	50210	Maine State retirement	$36,959.52	$37,998.07	$24,002.59	$23,000.36	$20,905.75	**Needs updated** This line item is used to cover the Town's contribution of ME PERS expenses for above-listed employees. The employer contribution will remain the same as the previous year, 10.2% of gross wages for fiscal year 2024
65052500	50215	Admin Benefits	$4,976.20	$6,071.00	$0.00	$8,372.00	$7,912.00	This line item represents 8% of the Finance Director's and Town Manager/Treasurer's Benefits.
65052500	50220	Health insurance	$59,144.24	$52,348.00	$52,501.08	$98,791.09	$94,452.92	*Needs updated*** This line item is used to cover the Town's contribution of medical insurance expenses for above listed employees. The employer's contribution is 85% of the premium. A 4.5% increase has been applied to premiums for calendar year 2023. After inquiries with the Health Trust, we were advised to budget a 10% increase for calendar year 2024.
65052500	50221	HRA Costs	$2,000.00	$3,836.00	$1,813.19	$5,240.80	$3,389.41	This line includes the cost for the Health Reimbursement Account for the above-listed employees.
65052500	50230	FICA taxes	$29,492.94	$28,498.55	$23,963.98	$23,041.16	$21,275.11	**Needs updated** This line item is used to cover FICA and Medicare expenses for above-listed employees. This is calculated at 6.2% of gross wages for FICA and 1.45% of gross wages for Medicare.
65052500	50240	Medical testing	$400.00	$400.00	$268.42	$0.00	$115.00	This line item provides for annual and follow-up hearing tests.

65052500	50301	Office supplies	$2,500.00	$2,500.00	$2,607.56	$2,495.38	$1,760.37	This line item provides office supplies for the Sewer Department.
65052500	50303	Other Supplies	$51,200.00	$42,700.00	$48,615.83	$43,124.69	$32,022.27	This line item provides polymer - $30,000; Hypo - $8,000; Outside lab testing - $3,000; Ecoli - $1,500; DMR QA - $1,200 materials; Equipment calibrations, lab supplies, etc. - $3,000 and Year 4 discharge permit required testing - $4,500.
65052500	50306	Postage	$7,000.00	$8,500.00	$5,301.92	$4,914.97	$4,522.26	This line item provides for the Sewer Department's portion of the Sewer and Water bill preparation and postage.
65052500	50307	Advertising	$300.00	$300.00	$0.00	$180.00	$322.47	This line item provides advertising costs for the Sewer Department.
65052500	50330	Drug Testing	$600.00	$400.00	$677.65	$308.05	$270.00	This line provides random drug tests throughout the year.
65052500	50331	Small Tools	$3,000.00	$3,000.00	$2,982.17	$3,015.13	$2,590.26	This line item provides for small tools and equipment as needed throughout the year.
65052500	50351	Clothing/Boot Allowance	$4,500.00	$4,500.00	$3,961.90	$4,389.14	$4,202.30	This line item provides for uniforms, boots, and PPE for 5 employees.
65052500	50352	Cell Phone allowance	$2,564.00	$2,564.00	$2,042.66	$2,561.62	$2,456.73	This line item provides cell phone reimbursement for employees at $35 per month per employee as well as the on-call phone, and for half of the tablet used for field inspections.
65052500	50375	Gas	$6,343.20	$6,100.00	$5,471.82	$4,460.94	$2,644.79	This line item provides approximately 2000 gallons of gas at $2.9875 per gallon for the treatment plant fleet.
65052500	50377	Diesel	$2,700.00	$2,410.00	$1,718.52	$1,491.05	$1,087.13	This line item provides approximately 900 gallons of diesel at $2.9365 per gallon for the treatment plant generators.
65052500	50401	Professional employee training	$4,500.00	$3,000.00	$2,373.00	$2,210.00	$1,564.00	This line item provides training for the above listed employees. 18 training hours every two years are required to maintain licenses for 5 employees plus any position related training
65052500	50413	Mileage/Travel Reimbursement	$300.00	$300.00	$0.00	$0.00	$0.00	This account provides travel expenses for the above listed employees when the truck is not available for Superintendent, Administrative Assistant or for professional development travel. This line will also reimburse support staff for mileage when called in to assist the person on-call.
65052500	50430	Filing fees/licenses/permits	$2,100.00	$2,100.00	$1,561.04	$1,551.44	$1,683.86	This line item provides for our annual licenses, fees, and registrations.
65052500	50450	Legal expense	$1,000.00	$1,000.00	$999.88	$1,217.00	$4,377.00	This line item provides legal fees for the Sewer Department.
65052500	50452	Audit services	$3,150.00	$2,634.00	$1,683.33	$2,633.33	$2,633.33	This line item provides the Sewer Department's portion of the auditing costs.
65052500	50455	Profesional Services	$10,000.00	$10,000.00	$2,567.50	$2,230.00	$5,235.63	This line item provides for technical assistance and specialty consultant services as necessary
65052500	50483	Security System Maintenance	$3,500.00	$3,500.00	$2,985.89	$3,386.18	$1,984.07	This line item provides phone service to the PS alarm auto dialers at 12 pump stations.
65052500	50510	Electricity	$140,000.00	$120,000.00	$129,681.34	$119,661.57	$105,342.33	This line item provides electricity costs for 12 pump stations and the treatment plant.
65052500	50511	Water usage fees	$23,150.00	$22,800.00	$19,930.82	$17,425.00	$16,026.45	This line item is to cover water department charges. This line item increased 1.5% per the Lisbon Water Department's rate increase effective January 1, 2024.
65052500	50512	Telephone	$1,899.00	$950.00	$777.21	$969.84	$638.22	This line item provides phone service for the Sewer Department.
65052500	50514	Heating Fuel	$9,500.00	$9,500.00	$12,629.94	$14,446.52	$5,918.15	This line item provides heating oil and propane for the treatment plant.
65052500	50530	Software and Services	$19,080.00	$19,080.00	$0.00	$35,158.24	$15,000.00	This line item includes the Sewer Departments share of the IT Service and Support Contract and Munis/TRIO.
65052500	50539	R&M: Catch Basins & Manhole Cv	$7,500.00	$7,500.00	$4,655.83	$6,417.98	$5,465.03	This line item provides funding to repair and to maintain sewer manholes.
65052500	50546	R & M: SEWER	$84,000.00	$72,000.00	$68,375.52	$66,359.30	$70,988.72	This line item covers expenses associated with maintaining the treatment plant and collection system.
65052500	50550	Meter Read	$14,000.00	$14,000.00	$21,261.96	$13,478.59	$20,124.72	This line item provides funds for the meter readings from the Water Department.

65052500	50555	Sludge Disposal	$195,000.00	$188,000.00	$100,651.33	$97,735.12	$81,901.38	This line item provides for disposal fees associated with the contract the town has with Casella Organics. The amount of sledge generated for disposal averages near 800 tons per year. Over the last several years there has been increases based on the disposal itself or the associated fees. Price increases typically occur on July 1st of each year so this line may have to be adjusted accordingly once the amount of any increase or decrease is received.
65052500	50556	Trash Removal	$4,000.00	$2,800.00	$2,518.88	$1,914.19	$1,606.86	This line item provides weekly dumpster removal of rags removed from the bar rack and the headworks.
65052500	50557	CCTV & Cleaning Out	$10,000.00	$10,000.00	$1,650.00	$10,920.00	$8,350.00	This line item provides for outside contractor camera work.
65052500	50601	General Liability	$539.00	$1,225.00	$1,217.00	$1,016.00	$2,825.00	This line item includes the Sewer Department's portion of general liability insurance
65052500	50602	Vehicle Insurance	$1,030.00	$1,035.00	$990.00	$857.00	$1,107.00	This line item includes the Sewer Department's vehicle insurance
65052500	50604	Property Insurance	$12,146.00	$11,908.00	$11,027.00	$9,861.00	$9,273.00	This line item provides for the Sewer Department's portion of the property insurance.
65052500	50750	Improvements other than buildi	$721,000.00	$205,200.00	$49,769.30	$93,291.29	$69,744.19	This line item will cover the replacement for the boom/bucket truck from the State Auction if one is available as well as towards items listed in the FY25 CIP. $10,200 from this line will go to the Short-Lived Asset Reserve Account, this is required annually per USDA Rural Development.
60000801	50801	Redemption of principal	$204,397.44	$0.00	$0.00	$0.00	$0.00	principal payments for USDA RD loan; loan to be paid off in 2048;
60000801	50805	Interest expense	$166,525.66	$0.00	$0.00	$0.00	$0.00	interest at 2.625% fixed for USDA RD loan; to be paid off in FY48;
65052500	50806	Bond Administration Fees	$0.00	$2,200.00	$0.00	$2,200.00	$2,200.00	This line item provides funds for the administration of the bonds.
65052500	53401	2005 FR Bond Principal	$25,000.00	$25,000.00	$25,000.00	$25,000.00	$25,000.00	Series 2005FR was issued for improvements to Town's sewer infrastructure. The Series will be retired on 10/01/2025. The obligation was issued as a Revenue Bond. Payment of debt service is dependent on the revenue collected through billing to customers based on their consumption of water flowing through the system. The Series was issued through the MMBB as a fixed principal, fixed interest rate bond.
65052500	53405	2014 QECB Principal	$18,220.02	$17,026.00	$17,106.56	$16,450.62	$15,908.80	This line item is 28% of the annual principal payment related to the Qualified Energy Saving Bond (QECB). The QECB is not tax-exempt, nor is it a Bond. Rather, the QECB allows a government entity to enter into lease-purchase agreement with qualified vendors, purchase equipment and services to make energy improvements to eligible facilities. While the borrowing is not tax-exempt, the QECBs are similar to Build America Bonds (BABs) in that the interest on QECBs is taxable; however, the federal government offers a direct cash subsidy to the bond issuer. The subsidy on QECBs is (unless reduced by sequestration or similar federal action) twice as large as the standard BAB subsidy, making QECBs an extremely low-cost financing option for many issuers. A qualified energy saving improvements to town infrastructure. QECB project improvements to Town buildings the final payment is scheduled for FY 2030.
65052500	53600	2004 FR Bond Interest	$0.00	$963.00	$1,311.68	$1,661.24	$2,010.82	This line item provides the bond interest payment for the 2005 headworks bond.
65052500	53601	2005 FR Bond Inteest	$1,813.06	$2,189.00	$2,563.82	$2,939.20	$3,314.57	This line item provides the sewer interest payments for the 2006 headworks bond.
65052500	53605	2014 QECB Interest	$4,111.98	$5,307.00	$5,225.44	$5,881.38	$6,423.19	This line item is 28% of the annual interest payment for improvements to town infrastructure, it is for the QECB project improvements to Town buildings the final payment is scheduled for FY 2030. This loan is through Androscoggin Bank with total interest rate of 3.45% split between the Town and Sewer Department (28% split for Sewer).

Memo

To: Members of the Lisbon Town Council/ Glenn Michalowski, Town Manager/Sarah Bennett, Assistant Town Manager/ Samantha Bryant, Finance Director and Finance Committee Staff Agent

From: Lisbon Finance Committee (Linda Berube, Don Fellows, Ray Robishaw, Sam Prindle, Kevin Ridley)

Subject: The Future for Handling of Municipal Waste

Date: June 5, 2024

Background - On the May 7th Town Council meeting agenda was item 9E which was the Finance Committee's recommendations for the upcoming budget. In that recommendation was a suggested future direction for the fee structure of the Transfer station. That item as a whole was completely overlooked during the meeting.

The committee was expecting to have some feedback on that item but got none. On the meeting that was scheduled for May 21st, Item 9C was scheduled as a "Transfer Station Fee Structure Discussion" That item was moved up in the agenda to immediately follow the first section of Audience participation and appeared very much as a hearing. It was not but there was really no discussion on the part of the Council. After some appearance of confusion for direction forward, the matter was tabled. It was not tabled for future discussion at an identified date, so effectively there is no action now pending or expected.

This committee was very disappointed, initially at the total omission of discussion on May 7th and in the inaction on May 21st. We want to chalk all of that up to miscommunication and to move forward in a positive fashion. We believe there is much to be gained here.

Ancient History - For what it's worth and as some of you know from experience, this town has been dealing with the transfer station system issue for a number of years. There are position papers dealing with disposal at least back to September of 2019. One has asked to change our system to PAYT (pay per throw) and another has proposed purchasing a scale for use in assessing charges. One look was done by internal town staff, and another was done by the Finance Committee a year or so later. To date, the only recommendations to be accepted are the raising of permit fees for all the citizens and for "commercial haulers". This year, however, we will temporarily stop the recycling of plastic through a third-party vendor in anticipation of new state statute requirements.

Moving Forward this Year –

One of the goals of the Finance Committee has always been to find efficiencies in our government, not to just find places to "cut a budget". We recognize that there are lean times and times of adequate funding, but we want to be as properly lean as we can in any time period.

A second goal has been to have user fees that cover a portion of the waste flow system. We think that the portion of the waste disposal system that can be most positively impacted by

these fees is just the cost of disposal itself (tipping fees). If we are to encourage effective and efficient municipal government, then we should also encourage effectiveness and efficiency on the part of the users of its facilities.

One of the places in the municipal budget that we are sure there is room for improvement is in the funding structure for the Transfer Station. We proposed an action plan that would have taken effect in the upcoming budget as an interim fix, but now that will not happen. Some of you have been empathetic but, knowing that while the system used for the facility needs to be studied, it should not be done during "budget Season". The reasoning has been that the resulting and relatively quickly required implementation could be quite a shock to the community as a whole.

Proposal To Study Renewed- Therefore, we would like to propose (as we did in our recommendation memo previously) that the Town Council create an ad hoc body to give the issue thorough study over the next several months. We think it should include interested parties as well as those who could be positively or negatively affected. That may include commercial hauler representatives. The Finance Committee envisions outreach by ad hoc committee members to other communities, potential vendors of services, and to the relevant state agencies. They should also conduct a review of current and any proposed statutes. While we would also like to suggest specific timelines and deadlines, we feel that the decision as to exacting standards and timelines would more properly reside with the Town Council itself.

Direction for the Future – Having mentioned all of the above in the proposal, we think that any change to the system currently being used to fund and dispose of refuse is always going to be in the "budget season". Therefore, we submit that this challenge should be addressed quickly and that the ad hoc committee members should conduct one or two workshops with the Town Council during the process. Communication with our public is important and the government should maintain apparent and real transparency. Any resulting changes could be made up to a year from now if the study is effective and indicates that change is needed.

Summary – This committee has had an interest in the structure, the process and fee system for the Transfer Station for several years. We believe that this issue has been "kicked down the road" too many times and we do our citizens a disservice by not facing the problems (real or perceived) directly. While there has been turnover in the governing body over the years, one thing remains constant and that is that this situation is not diminished and deserves to be addressed now. While many "special interests" have presented themselves at times to the Town Council, the town as a whole has not benefited and the governing body, representing all of the citizens, needs to act.

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 Sludge Disposal Agreement**
Date: June 18, 2024

Summary

Consider & discuss the Sludge Disposal Agreement with Casella.

Recommendation

Approve the Sludge Disposal Agreement with Casella.

Attachments

1. Sludge Disposal Agreement and Memo

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: GLENN MICHALOWSKI

FROM: STEVE AIEVOLI

SUBJECT: RENEWAL OF SLUDGE DISPOSAL AGREEMENT

DATE: JUNE 11, 2024

Dear Glenn,

The contract with Casella Organics is set to expire on June 30th. We have received a new draft agreement with some changes that I would like to request be considered for approval at the next Council Meeting on June 18th.

Casella has had transportation issues during the recent contract cycle and is looking to have their clients haul the material themselves in the future. With the timing of this contract renewal occurring at the end of the budget season, the department is are not prepared to take on the hauling of the sludge. That would be a conversation to have in the very near future to prepare the town to start hauling the sludge.

There are several changes in the new agreement that stand out that I will list below. First, I would like to explain that there are several rates listed which coincide with how Casella Organics deals with the sludge once it is within their possession. The highest rate is how our sludge is disposed of currently so the information below will be based on the higher rate to ensure enough funds are budgeted to dispose of all sludge generated at the facility. The pricing is as follows:

1. A. The current rate for sludge disposal as of this writing is $127.40 per ton plus a $39.75 per ton surcharge for LD1911. LD1911 is the legislative measure that banned the land spreading of bio-solids to prevent contamination with so-called forever chemicals.
   B. The rate in the new contract is split into two charges; the first is $133 per ton for disposal plus $103 per ton for transportation. Both of these charges combined has the department needing to raise the sludge disposal budget $15,000 more than we were previously expecting. This would bring the sludge disposal budget to $195,000 for FY25.

2. LD1639 is still in place but is on hold until July 2025 and may have an impact on the FY26 budget. While there is language in the agreement regarding this potential charge, it is of no concern for the FY25 budget.

The remainder of the agreement, for the most part is similar to the previous agreement.

RESIDUALS MANAGEMENT SERVICE AGREEMENT

DEFINITIONS

Customer: Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Contractor: New England Waste Services of ME, Inc. d/b/a Casella Organics
755 Banfield Road, Suite 201
Portsmouth, NH 03801

Plant: The Plant referred to in this Agreement is Town of Lisbon Wastewater Treatment Facility Plant located at 744 Lisbon Road, Lisbon, Maine and owned by the Town of Lisbon.

Facility: The Juniper Ridge Landfill located in West Old Town, Maine operated by the Contractor and other locations permitted to receive Residuals (the "Facility" or "Facilities").

Residuals: The Residuals referenced in this Agreement are municipal biosolids generated at the Plant.

RECITALS

WHEREAS, Customer operates the Plant, and, as a by-product thereof, generates approximately 750 wet tons per year of Residuals; and

WHEREAS, the parties desire for Contractor to provide a comprehensive service for the removal and disposition of said Residuals on the terms and conditions set forth herein and known as the "Agreement".

NOW, THEREFORE, for good and valuable consideration, the undersigned parties hereby agree as follows:

1. SERVICE

1.1. General. Unless previously notified of Customer intent to provide transportation of Residuals, Contractor will collect at the Plant and transport and dispose of or recycle Residuals at the Facility, according to a schedule as provided herein (the "Schedule"). If Customer provides transportation of the Residuals, Contractor will receive Residuals at the Facility for disposal or recycling according to a Schedule.

1.2. Residuals Removal Schedule. The Schedule for removal or receipt of Residuals shall be prepared by Contractor. Customer will apply good faith efforts to accurately communicate to Contractor, Customer's service needs 48 hours in advance. Contractor will apply good faith efforts to meet Customer's service needs according to a Facility's ability to accept Residuals within the Schedule. Any proposed changes to the Schedule will be made by the Customer directly to the Contractor, and not to Contractor's subcontract transporter (if any). Unless otherwise mutually agreed, service is provided 5AM-12PM Monday – Friday, exclusive of holidays.

1.3. The Containers. Contractor will utilize 30 cubic yard capacity roll-off containers ("Containers"). Contractor will provide at least one Container available for loading at the Plant at all times.

1.4. Loading and Minimum Load. When Contractor provides transportation of the Residuals, Customer will load Contractor's Containers evenly, to the level specified by Contractor. All loads will be filled to a minimum amount of tons per load (the "Minimum Load"), as follows: 30-cubic yard roll-off containers – 15 wet tons; At the discretion of the Contractor, the Minimum Load quantities may be adjusted to accommodate Contractor's operating

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requirements or legal requirements. Customer is responsible for not exceeding the maximum legal loads as designated by the Contractor. Containers that are overfilled, and in the determination of the Contractor or Contractor's subcontract transporter would exceed the legal load limit may require that some Residuals be removed from the Container prior to being removed from the Plant.

1.5. Utilization Options. Contractor retains the option, but not the obligation, to use the Residuals for purposes and in a manner other than those specified above, in accordance with applicable regulations.

1.6. Regulatory Responsibilities and Approvals. Contractor will provide itemized reports tracking the transportation and disposal of all Residuals, and other operations information regarding Contractor's services as may be required to enable Customer to prepare regulatory reports and respond to inquiries from regulatory agencies. Contractor will use reasonable business efforts to obtain permits and approvals, as required to fulfill its responsibilities pursuant to this Agreement, and service under this Agreement is contingent upon receipt and maintenance of applicable permits and approvals. Once obtained, Contractor will use reasonable business efforts to maintain such permits and approvals. Contractor will provide to Customer, upon request, copies of all permits relevant to the performance of their obligations hereunder. As the generator of the Residuals, Customer will provide Contractor, in a timely manner, with information about the production and/or waste treatment process associated with generating the Residuals, the Residuals themselves, and the Customer's operations. Customer agrees to execute permit applications and other certifications, all as may be reasonably necessary for Contractor to manage the Residuals as contemplated herein. In the event that the Plant is not operated by the Customer during the term of this Agreement, Customer will ensure that information necessary will be provided by the operator of the Plant in a timely manner.

2. PRICE & TERMS

2.1. Base Rates.

a. Customer will compensate Contractor at the rate of $133.00 per wet ton of Residuals received at the Juniper Ridge Landfill. Customer will compensate Contractor at the rate of $103.00 per wet ton of Residuals transported from the Plant. Customer will compensate Contractor at the rate of $280.00 per month for Container rental.

b. Customer will compensate Contractor at the rate of $133.00 per wet ton of Residuals received/reloaded at the Hawk Ridge Compost Facility. Customer will compensate Contractor at the rate of $74.00 per wet ton of Residuals transported from the Plant. Customer will compensate Contractor at the rate of $280.00 per month for Container rental.

c. Customer will compensate Contractor at rates, not to exceed those in 2.1a, for Residuals transported to, and received at a Facility which is not currently permitted at the time the Agreement is executed. Customer will compensate Contractor at the rate of $280.00 per month for Container rental.

d. L.D. 1639 Surcharge. The LD 1639 surcharge is associated with Contractor moving biosolids to a Facility or Facilities outside of the State of Maine due to associated limitations on biosolids capacity at the Juniper Ridge Landfill. These limitations are on hold through July, 2025, due to the enactment of LD 718. In the event that biosolids capacity becomes constrained due to the implementation of LD 1639, a per ton surcharge will apply. The surcharge formula assumes diversion of 4000 tons of biosolids per month from the Juniper Ridge Landfill. Based on this assumption, the surcharge would be $61.49 per ton, however, this fee will be adjusted proportionally based on actual tons diverted. Example: In July of 2025, LD1639 limits tonnage for acceptance by the Juniper Ridge Landfill, and accordingly, Contractor diverts 2000 tons of Residuals from the Juniper Ridge Landfill to an out of state Facility. The resulting LD 1639 Surcharge would be: 2000/4000 =50%. $61.49 * 50% = $30.74 per ton.

e. Total Solids Surcharge. *This section left intentionally blank.*

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f. Demurrage. Contractor may impose demurrage charges at One Hundred Thirty-Five Dollars ($135.00) per hour when loading and departure at the Plant exceeds forty (40) minutes. In the event Customer cancels pick-up upon Contractor's arrival or while enroute, a minimum four (4) hour demurrage charge will be applied.

g. All Rates herein are exclusive of taxes incurred by the Contractor to perform this Agreement. Customer is solely responsible for payment of all applicable taxes.

h. Minimum Load. A charge will be made for the Minimum Load at the above rates for the minimum volumes (tons or yards) in the event that Customer fails to provide the Minimum Load, as specified herein.

2.2 Payment Terms & Credit Approval. Contractor's payment terms are Net Thirty (30) days. Customer agrees to make payment at the office of Contractor specified on the invoice within thirty (30) days after the date of Contractor's invoice. In the event Contractor has not received payment within thirty (30) days after the date of invoice, Customer will be responsible for paying a late fee on the unpaid balance. Such late fee shall be assessed monthly, beginning on the date of invoice, at the maximum rate allowed by applicable law or 18% per year, whichever is less. This Agreement and payment terms are effective only after Contractor's approval of Customer's credit.

2.3 Inflation Correction. Contractor will increase all Rates annually on the anniversary date of the Service Start Date of this Agreement, at a rate equal to the annual percentage increase in the May Consumer Price Index, published by the United States Department of Labor for All Urban Consumers, Series ID CUSR0000SEHG, water and sewer and trash collection services in U.S. city average, all urban consumers, seasonally adjusted. (https://data.bls.gov/timeseries/CUSR0000SEHG).

2.4 Fuel Adjustor. Contractor may assess a fee (the "Fuel Adjustor") on a monthly basis to cover increases in Contractor's costs caused by increases in the cost of diesel fuel over a floor price of $4.00 per gallon (the "Floor Price") based on the listed average price for diesel fuel for the month of service, as set forth on the EIA Retail On Highway Diesel Prices index for New England PADD 1A (the "Index") or a successor index. Each month Contractor will assess a Fuel Adjustor whenever the average monthly Index fuel price listed for the month of service (the "Service Month Index Price") exceeds the Floor Price. The Service Month Index Price can be located on the internet at the following web site: http://www.eia.gov/petroleum/gasdiesel/ and is listed in the spreadsheet link titled "full history".

The Fuel Adjustor will be made according to the following formula:

([(Service Month Index Price/Floor Price) X 11% X (Transportation Rate per ton)] – [11% X Transportation Rate per ton]) = Fuel Adjustor, per ton

The following example is provided for clarification and reference purposes only:

Example:		
Service Month Index	=	$4.310
Floor Price	=	$4.000
Transportation Rate per ton	=	$103.00
([($4.310/4.000) X 11% X $103.00] – (11% X $103.00)) = $0.88 per ton		

2.5 Extraordinary Rate Adjustments. Contractor may make adjustments to cover increases in costs of Contractor's provision of services (hereinafter "Extraordinary Rate Adjustments") arising from any of the following occurrences (to

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the extent not resulting from the negligence or willful misconduct of Contractor or Contractor's violation of any permit, law or regulation): (i) receipt of Residuals which do not meet the Quality Standard or any material change in the quality of Residuals or excessive odors, (ii) changes in Quantities as per Article 5 of this Agreement, (iii) changes in any laws, ordinances, or regulatory requirements or guidelines or changes in interpretation or enforcement thereof, (iv) revocation, suspension, denial or modification of any permit, license or approval, or (v) change in price to Contractor of disposal at any third party site. All such Extraordinary Rate Adjustments in this Article 2.6 are subject to Customer's approval as provided below.

2.6 Procedure for Rate Adjustment. Contractor shall provide Customer with written notice of any such Extraordinary Rate Adjustment together with reasonable justification therefor. If Customer does not reject such Extraordinary Rate Adjustment in writing within seven (7) days after Contractor first gives notice of such adjustment to Customer, Customer will be deemed to have approved such Extraordinary Rate Adjustment, and the new Rate will be effective as of that date (7 days after written notice by Contractor). If Customer rejects such Extraordinary Rate Adjustment, Contractor shall have the right to terminate this Agreement upon thirty (30) days written notice, provided that Customer shall not have the right to reject the Inflation or Fuel Correction described above. Notwithstanding Contractor's notice to so terminate this Agreement, Customer may extend this Agreement at the increased rate for up to six (6) months after Contractor's notice of the increased rate; provided, Customer notifies Contractor in writing no more than fifteen days (15) after receiving notice of Contractor's intent to terminate, that Customer desires to so extend this Agreement. Customer's notice shall state the period of the extension.

2.7 Measurement & Reports. Contractor will weigh all Residuals on a certified scale at Contractor Facility, the Plant or other suitable location, and Contractor's weight slips obtained at such scales shall be the basis for measurement and billing for Residuals managed under this Agreement. Contractor will provide Customer with a scale report or shipping report monthly via e-mail, regular mail or overnight delivery. The scale report includes a complete listing of the data on all the individual scale/shipping records. Prior to removing Containers or trailers loaded with Residuals from Customer's Plant, representatives of both Customer and Contractor will sign a Shipping Record prepared by the Contractor to verify information about the load contained therein, including the total volume of Residuals in cubic yards. If a representative of the Customer is not available at the time of service, the Shipping Record signed solely by the Contractor will be used to verify the information about the load. If certified scales are temporarily not available, the signed Shipping Records will be the basis for measurement and billing for the Residuals managed under this Agreement. Contractor will use an assumed density of sixteen hundred fifty (1650) pounds per cubic yard of Residuals, unless density is reasonably documented by the Contractor or Customer to differ by more than five (5) percent.

3. RESIDUALS QUALITY & QUALITY STANDARD

3.1 Quality Standard. Customer warrants that the Residuals identified in this Agreement and supplied to the Contractor are not classified as hazardous waste under United States Environmental Protection Agency (USEPA) and/or any other applicable laws and regulations, including but not limited to, state and local laws and regulations, and any such Residuals classified as such shall be deemed "Non-Conforming Waste". The Residuals shall meet the requirements of applicable law, regulation and permits for the uses contemplated in this Agreement. Customer will provide Residuals that are not frozen and are free of any trash, hazardous waste or other debris. The Residuals will have no free liquid, be *free from excessive malodors*, have a minimum total solids concentration of greater than *thirteen percent (13%) and less than thirty percent (30%)*, and pass a paint filter test. Residuals to be recycled shall not have a PFOA or PFOS concentration above 20 ppb. Together, the above provisions of this Section 3.1 constitute the "Quality Standard." The Quality Standard is subject to revision upon written notice in the event of a change in law, regulatory, or Facility requirement. All materials generated at the Plant that fail to meet this Quality Standard shall be called "Non-Conforming Waste". Contractor shall have the right to refuse any Non-Conforming Waste in its sole discretion. Customer shall use reasonable business efforts to generate and provide to Contractor Residuals that meet the Quality Standard. Contractor shall have the right of first refusal to transport, process, recycle and/or dispose of Non-Conforming Waste. Customer shall provide Contractor with a Safety Data Sheet referencing the Residuals.

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3.2 Odor Control. Customer is responsible for providing Residuals that are free from excessive malodors. Residuals that cause malodors during transport or at the Facility are Non-Conforming Waste per Section 3.1. Customer will ensure that malodors will be addressed during Service. Customer will install, operate, and maintain a system to introduce odor neutralizing compounds. It is incumbent on the Customer to ensure the proper function, of the system and effective treatment of all Residuals intended for removal by Contractor.

3.3 Timely Odor Notification. Customer is responsible for prompt notification to Contractor (within 24 hours), of observable changes or process upsets that appear to reduce the effectiveness of the odor neutralizing compounds, or the general quantity of odor observed in the Residuals.

3.4 Changes in Quality. Customer will use reasonable efforts to notify Contractor in writing ninety (90) days in advance of any change in the treatment or manufacturing process at the Plant that could materially affect the quality of the Residuals. Any material change in the composition of the Residuals to be generated may, in the sole discretion of Contractor, be considered a material change and, in the Contractor's sole discretion, may require new characterization, approval, and price.

4 TITLE

4.1 Title to Residuals shall pass to Contractor when Contractor or its subcontractors remove Residuals from the Plant, or in the case where Contractor does not provide transportation, title to Residuals shall pass to the Contractor upon receipt at the Facility. Title to and legal responsibility and liability for Non-Conforming Waste shall, at all times, remain with Customer. The provisions of this Section shall survive the termination of this Agreement without regard for the reason for termination.

4.2 In the event that the Service provided by the Contractor as described herein contributes to the creation of attributes such as carbon offset credits, renewable energy credits, tax benefits and the like (hereinafter "Environmental Credits"), Contractor retains the rights and title to such Environmental Credits, and to the extent practical, Customer will provide substantiating documentation related to the Service.

5 QUANTITIES

5.1 Customer is not obligated to provide a minimum quantity of Residuals to Contractor. However, Customer will provide to the Contractor, and Contractor will manage pursuant to this Agreement, all of the Residuals generated at the Plant. Should the quantities vary by more than 10% from the quantities specified in the Recitals, this may be considered a material change and, in the Contractor's sole discretion, may require a new price.

6 RESIDUALS ANALYSES

6.1 Contractor may require the Customer test Residuals upon request or on a regular basis and report the results to the Contractor. Customer shall pay for all laboratory analysis of Residuals (including sampling and sample shipment costs) as required by regulation and Contractor or Contractor Policy for the uses contemplated in this Agreement, including those required by Facility and Plant permits. Contractor and Customer will promptly provide to each other all laboratory analyses and information which it obtains about the Residuals and which is required for regulatory reporting or as necessary to implement their mutual obligations pursuant to this Agreement. Customer will provide complete analytical reports including the cover page, lab narrative, results, Chain of Custody, and when necessary Electronic Data Deliverables (EDD). If Contractor obtains test data on the Residuals, Customer may request copies of the analyses.

7 TERM, TERMINATION & SURVIVAL

7.1 A Term. This Agreement shall be effective on the latest date of execution hereof (the "Effective Date"). The Initial Term of this Agreement shall be three (3) years, commencing on July 1, 2024 (the "Service Start Date"). Thereafter, the term shall be automatically extended for an additional one (1) year term, unless either party provides written notice of termination to the other party by personal delivery, express mail or certified or registered mail, return receipt requested, at least six (6) months prior to the expiration of the Initial Term or any subsequent renewal term.

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7.2 Termination. Termination shall be permitted (i) as provided in Article 2.6; (ii) immediately upon notice by either party in the event that any of the representations and warranties contained in this Agreement are shown to be materially untrue; (iii) for Breach, as provided for in the Standard Terms and Conditions Attached; (iv) at any time by both parties upon mutual written agreement.

8 INSURANCE

8.1 Contractor & Customer agree to furnish each other upon request with certificates attesting to the existence of Worker's Compensation insurance providing statutory benefits and comprehensive business automobile and general liability insurance including bodily injury, property damage, environmental impairment liability and contractual liability with policy limits of not less than $1,000,000 combined single limit, each occurrence.

9 NON-CIRCUMVENTION, CONFIDENTIAL INFORMATION & INTELLECTUAL PROPERTY

9.1 During the term of this Agreement, it may be necessary or desirable for the parties to exchange "Confidential" or propriety information as is required for each to perform its obligations hereunder, including but not limited to identification of Contractor's Facility used for service hereunder, Contractor's rates, the content of this Agreement, and Contractor's customer list. Each party agrees to use only for the intended purposes and to maintain in confidence any information designated herein or later in writing as "Confidential" by the other party during the term of this Agreement, and for a period of three years after termination of this Agreement. The standard of care for protecting such information, imposed on the party receiving such information, will be that degree of care the receiving party uses to prevent disclosure, publication or dissemination of its own confidential or proprietary information. However, obligations of confidentiality shall not apply to any information to the extent it is (a) in the public domain, (b) learned from a third party not in breach of any confidentiality obligation, (c) already known without restriction by the party receiving it at the time of disclosure, or (d) required by court or regulatory order to be disclosed.

9.2 Any and all inventions, improvements, techniques, methods, designs, processes, procedures and/or works of authorship developed, conceived, conceptualized, produced, described or made by Contractor or its employees, agents or subcontractors in connection with or related to the performance of Contractor's services under this Agreement (collectively, "Contractor's Intellectual Property"), whether or not patentable or copyrightable, shall at all times be and remain the sole and exclusive property of Contractor, and Contractor shall have and retain all rights and privileges of ownership therein and thereto, including, without limitation, the rights to file patent or trademark applications or copyright registrations, to license, assign, sell, transfer or convey any or all of the Contractor's Intellectual Property or any right or interest therein to any other person, firm or entity, and to receive and retain any and all fees, proceeds or other consideration attributable to any such license, assignment, sale, transfer or conveyance, provided that, during the Term of this Agreement, Contractor shall license to Customer all of the Contractor's Intellectual Property on a non-exclusive basis for use at the Facility without any additional charge, compensation or consideration therefor.

9.3 The provisions of this Section 9 shall survive the termination of this Agreement without regard for the reason for termination.

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10 STANDARD TERMS AND CONDITIONS

Contractor Standard Terms and Conditions are attached as Exhibit A and are incorporated herein.

Executed and agreed as of the day and year last written below.

Authorized Agent for Contractor **New England Waste Services of ME, Inc.**	**Authorized Agent for Customer** **Town of Lisbon**
By: _____ (signature)	By: _____ (signature)
Name: Robert Cappadona	Name: _____
Title: Vice President	Title: _____
Date: _____	Date: _____

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EXHIBIT A: STANDARD TERMS AND CONDITIONS

Notices. All notices to be given under this Agreement shall be in writing and delivered personally, or shall be mailed by U.S. Express, registered or certified mail, return receipt requested or an overnight service with receipt as follows:

New England Waste Services of ME, Inc.
755 Banfield Road, Suite 201
Portsmouth, NH 03801

With a copy to
Casella Waste Systems, Inc.
25 Greens Hill Lane
Rutland, VT 05701
Attn: Office of General Counsel

With a copy to
Town of Lisbon
300 Lisbon Street
Lisbon, Maine

Governing Law. This Agreement and any issues arising hereunder or relating hereto shall be governed by and construed in accordance with the laws of the state in which services are being performed except for conflicts of laws provisions that would apply the substantive law of another state.

Venue. The Parties agree that all actions or proceedings arising in connection with this agreement shall be tried and litigated only in the state and federal courts having jurisdiction over Androscoggin County, Maine.

Compliance with Law. The parties agree to comply at all times with all applicable federal, state, and local laws, by-laws, ordinances rules and regulations.

Limitation of Liability. Neither party shall be liable to the other for special, incidental, exemplary, punitive or consequential damages including without limitation loss of use, loss of profits or revenues, or cost of substitute or re-performed services, suffered, asserted or alleged by either party or any third party arising from or relating to this Agreement, regardless of whether those damages are claimed under contract, warranty, indemnity, tort or any other theory at law or in equity.

Breach and Nonpayment. Neither party may cancel or terminate this Agreement ("terminating party") as a result of the other party failing to substantially perform its obligations hereunder ("breaching party") unless such failure shall continue for more than thirty (30) days after the terminating party has notified the breaching party thereof in writing. If any payment required to be made by Customer hereunder is past due, Contractor, in addition to all other rights and remedies it may have, may suspend any or all services (including provision of equipment) until all past due amounts are paid. Customer will be responsible for all charges for the Contractor's reasonable expenses of collection of overdue amounts, including, but not limited to legal expenses.

Force Majeure.

a. "Force Majeure" means shall mean any act, event or condition materially and adversely affecting the ability of a party to perform or comply with any material obligation, duty or agreement required under this Agreement, if such act, event, or condition is beyond the reasonable control of the nonperforming party or its agents relying thereon, is not the result of the willful or negligent action, inaction or fault of the party relying thereon, and the nonperforming party has been unable to avoid or overcome the act, event or condition by the exercise of due diligence, including, without limitation: (i) an act of God, epidemic, landslide, lightning, earthquake, fire, explosion, storm, flood or similar occurrence; (ii) an act of public enemy, war, blockage, insurrection, riot, general unrest or restraint of government and people, civil disturbance or disobedience, sabotage, act of terrorism or similar occurrence; (iii) a strike, work slowdown, or similar industrial or labor action; (iv) an order or judgment (including without limitation a temporary restraining order, temporary injunction, preliminary injunction, permanent injunction, or cease and desist order) or other act of any federal, state, county or local court, administrative agency or governmental office or body which prevents a party's obligations as contemplated by this Agreement; (v) adoption or change (including a change in interpretation or enforcement) of any federal, state or local law after the Effective Date of this Agreement; or (vi) the revocation, suspension, denial or modification of any permit, license or approval regarding transportation, processing, treatment, composting, land-application, handling and/or disposal of Residuals preventing performance of or compliance with the obligations hereunder.

b. Neither party shall be liable to the other for damages without limitation (including liquidated damages) if such party's performance is delayed or prevented due to an event of Force Majeure. In such event, the affected party shall promptly notify the other of the event of Force Majeure and its likely duration. During the continuation of the Force Majeure Event, the nonperforming party shall (i) exercise commercially reasonable efforts to mitigate or limit damages to the performing party; (ii) exercise commercially reasonable due diligence to overcome the Force Majeure event; (iii) to the extent it is able, continue to perform its obligations under this Agreement; and (iv) cause the suspension of performance to be of no greater scope and no longer duration than the Force Majeure event requires.

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c. In the event of a delay in either party's performance of its obligation hereunder for more than sixty (60) days due to a Force Majeure, the other party may, at any time thereafter, terminate this Agreement.

Representations and Warranties of Authority. Each party represents and warrants to the other that:
a. it is duly qualified to do business and is in good standing in every jurisdiction in which this Agreement requires its performance; b. it has full power and authority to execute, deliver and perform its obligations under this Agreement; c. the execution, delivery and performance of this Agreement have been duly and validly authorized by all necessary action by such party; and d. the execution and delivery of this Agreement by such party and the performance of the terms, covenants and conditions contained herein will not violate the articles of incorporation or by-laws of such party, or any order of a court or arbitrator, and will not conflict with and will not constitute a material breach of, or default under, the provisions of any material contract by which either party is bound. These warranties shall survive the expiration or termination of this Agreement.

Entire Agreement. It is understood and agreed that all understandings and agreements heretofore had between and parties thereto are merged in this Agreement, which alone fully and completely expresses their agreement and contains all of the terms agreed upon between the parties with respect to the subject matter of this Agreement, and that this Agreement is entered into after full investigation, neither party relying upon any statement or representation, not embodied in this Agreement, made by the other. All exhibits, schedules and other attachments are a part of this Agreement and the contents thereof are incorporated herein by reference.

Amendment. This Agreement may not be amended, modified or supplemented, except in writing and signed by the parties.

Non-Waiver. No waiver by any party to this Agreement of any failure or refusal by the other party to comply with its obligations shall be deemed a waiver of any other or subsequent failure or refusal to so comply. No waiver by either Party of any right or remedy hereunder shall be valid unless the same shall be in writing and signed by the Party giving such waiver. No waiver by either Party with respect to any default, misrepresentation, or breach of warranty or covenant hereunder shall be deemed to extend to any prior or subsequent default, misrepresentation, or breach of warranty or covenant hereunder or affect in any way any rights arising by virtue of any prior or subsequent such occurrence.

Severability; Modification Required By Law. If any term or provision of this Agreement shall be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions thereof or hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreement of the parties herein set forth.

Successors and Assigns. This Agreement and all of the provisions thereof and hereof shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

Assignment. Neither this Agreement nor any of the rights, interests, obligations, and remedies hereunder shall be assigned by either party, including by operation of law, without the prior written consent of the other, such consent to not be unreasonably withheld, conditioned or delayed, except (1) to its parents, subsidiaries and affiliates, (2) at its expense to a person, firm, or corporation acquiring all or substantially all of the business and assets of the assigning party provided that the assignee assumes the obligations of the assigning party arising hereunder from and after the date of acquisition, and (3) as security to entities providing financing for the assigning party or for any of its affiliates or for construction, reconstruction, modification, replacement or operation of any of the facilities of the assigning party or its parents, subsidiaries or affiliates.

Survival. The provisions of the Indemnification and Representations and Warranties of Authority Sections of this Agreement shall survive the termination of this Agreement without regard for the reason for termination.

Construction. This Agreement and its exhibits and schedules are the result of negotiations between the parties and have been reviewed by all parties. Accordingly, this Agreement will be deemed to be the product of the parties thereto and no ambiguity will be construed in favor of or against any party.

Disclaimer of Joint Venture, Partnership, and Agency. This Agreement shall not be interpreted or construed to create an association, joint venture, or partnership between the parties or to impose any partnership obligation or liability upon either party. Neither party shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent of representative of, or to otherwise bind, the other party.

Independent Contractor. Contractor's relationship with Customer under this Agreement shall be that of an independent contractor. The employees, procedures, equipment and Facilities used by the Contractor shall at all times, be under its exclusive direction and control. Nothing in this Agreement shall be construed to designate the Contractor, or any of its employees, agents or subcontractors, as employees, agents, joint ventures or partners of Customer.

No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer upon any third party any rights, remedies, obligations, or liabilities under or by reason of this Agreement, except as expressly provided in this Agreement.

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No Brokers. The parties agree that they have entered into this Agreement without the benefit or assistance of any brokers, and each party agrees to indemnify, defend and hold the other harmless from any and all costs, expenses, losses or liabilities arising out of any claim by any person or entity that such person or entity acted as or was retained by the indemnifying party as a finder or broker with respect to the transactions described herein.

Further Acts. Each party agrees to perform any further acts and to execute, acknowledge, and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but which together will constitute one and the same instrument.

Disputes.

a. Unless otherwise ordered by the court, if a claim or dispute arises out of this Agreement or its performance, the parties agree to endeavor in good faith to resolve it equitably through negotiation, or if that fails, through non-binding mediation under the rules of the American Arbitration Association, before having recourse to the courts. Each party shall bear its own costs and expenses related to any mediation including, without limitation, attorneys' fees. Each party shall bear an equal share of the arbitrators' and administrative fees of arbitration. However, prior to or during negotiation or mediation, either party may initiate litigation that would otherwise become barred by a statute of limitations.

b. Notwithstanding the foregoing to the contrary, the parties hereby understand and agree that where a party believes it may suffer immediate and irreparable harm and damage should a party fail to comply with any of its obligations under this Agreement and that monetary damages will be inadequate to compensate such party for such a breach of this Agreement, the parties agree that a party shall not be required to proceed with mediation as described herein but shall be entitled to all appropriate relief, including, without limitation, injunctive and other equitable relief, by a court of competent jurisdiction to enforce the terms of this Agreement including the payment of reasonable attorneys fees and costs.

Indemnification.

a. Contractor, by acceptance of the Residuals identified in this Agreement, agrees, for itself, its successors, and assigns, to defend, indemnify, and hold harmless Customer, its shareholders, officers, directors and employees from and against any and all loss, damage, suits, penalties, costs, liabilities, expenses, claims, and actions (including, but not limited to, reasonable investigation and legal expenses) arising from Contractor's handling, transporting, recycling or disposing of Residuals, to the extent said loss, damage, suits, penalties, costs, liabilities, expenses, claims, and/or actions result from the negligence or willful misconduct of Contractor or Contractor's breach of the terms and conditions of this Agreement. This indemnity shall be inapplicable to the extent that the loss, damage, suits, penalties, costs, liabilities, expenses, claims, and/or actions result from Customer's provision to Contractor of Hazardous Waste or Non-Conforming Waste.

b. Customer hereby agrees for itself, its successors, and assigns, to defend indemnify, and hold harmless Contractor its shareholders, officers, directors and employees from and against any and all loss, damage, suits, penalties, costs, liabilities, expenses, claims, and actions (including, but not limited to, reasonable investigation and legal expenses) arising out of any claim of tortuous interference, restraint of trade or any similar type of claim or any claim for loss of, or damage to, property, including Contractor's property, and injuries to, or death of persons, including Contractor's employees, to the extent caused by, or resulting from, Customer's: (i) negligence or willful misconduct; or (ii) provision to Contractor of Non-Conforming Waste, or (iii) any other breach of the conditions of this Agreement.

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Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit**
Date: June 18, 2024

Summary

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

Recommendation

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

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: **Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District *Second Reading***
Date: June 18, 2024

Summary
Adoption of Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District. This is a second reading and will require a roll call vote.

Recommendation
Adopt Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District.

Attachments
1. NSP Memo ROS OSS PB Meeting 4.25 APPROVED

NORTHSTAR PLANNING

MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Planner, North Star Planning

RE: ROS-II and Open Space Subdivision Zoning Changes

Date: April 18, 2024 – *updated with Board changes 5/1/24*

Background

North Star Planning has developed a series of proposed ordinance changes regarding land use needs in the Rural Open Space zones. These changes are an incremental approach to respond to resident feedback that more flexibility is desired for landowners in these zones.

Public feedback also emphasized the need for town programmatic and communications regarding easements, economic development, and understanding accessory dwelling units and the impact of LD2003. We recommend these needs are also presented to the Town Council when these zoning changes move forward.

The Planning Board held several workshops in 2023 to discuss this issue. An online survey was opened to the public from December 2023-January 2024 for feedback. The Board held a public workshop on January 25, 2024, and then discussed the results and recommendations in a workshop at the February 22, 2024 meeting.

The Board has held two workshops to review the proposed changes outlined in this memo, on March 14, 2024 and March 28, 2024. The meeting on April 11, 2024 will be the first reading of these ordinance changes.

Overview of Zoning Changes

Changes are proposed to ROS-II and to the Open Space Subdivision ordinance. No changes are proposed for ROS-I at this time. The zoning changes proposed are a targeted adjustment. There are no major changes to existing policy.

There are three major policy changes proposed that the Board should review and discuss.

1. Change zoning (Sec. 70-362) to allow residential subdivisions in ROS-II.
2. As a result, Sec. 66-154 will go into effect, requiring Open Space Subdivision design for all subdivisions over 10 acres in ROS-II.
3. Road and driveway standards have been added to the Open Space Subdivision ordinance (Sec. 66-155) to be more consistent with general road standards (with context-sensitive waivers permitted.)

The remainder of the changes consist of clean-up and revisions of the Open Space Subdivision ordinance language to make it clearer and more concise – in "plain English." No additional policy changes were made.

Consistency with Comprehensive Plan
The 2019 Comprehensive Plan set the policy to "Provide for innovative development options that conserve farmland." Several strategies follow, including disallowing new residential subdivisions in the ROS-II zone.

While we are proposing to repeal this ordinance provision, the proposed ordinance changes remain consistent with the policy to conserve farmland and is consistent with the Comprehensive Plan.

Proposed Zoning Changes - Redlined

Chapter 70, Article IV, Division 5A: Rural Open Space II Zoning District

Sec. 70-362. - Performance or land use standards.

Permitted uses and conditional uses in this division shall conform to the performance standards delineated in article VI of this chapter and the following:

~~(1) After the effective date of this amendment, residential subdivisions are prohibited.~~

(2) After the effective date of this amendment, rear lots are prohibited.

Chapter 66, Article III, Division 2

Sec. 66-155. - Open space subdivisions.

(a) *Purpose*. It is the policy of the Town of Lisbon to encourage the use of open space subdivisions in order to preserve ~~a sense of~~ open space, provide for agriculture and forestry as well as recreational land, preserve other resources identified in the Town of

Lisbon comprehensive plan, and harmonize new development with the traditional open, wooded, agricultural and village landscapes.

A open space subdivision achieves the purposes of this performance standard by reducing the lot size, frontage and setback requirements as contained in Chapter 70, modifying the road design standards and clustering housing and uses in those areas where they have the least impact on identified environmental, agricultural and other open space resources. These resources are then permanently preserved by the use of covenants and restrictions or conservation easements that run with the land. The open space principle can be applied to subdivisions of any size. It shall not be construed as granting variances from dimensional standards when the planning board grants waivers provided for in this section as allowed for in 30-A M.R.S.A. § 4353.4-C.

~~This standard is intended to implement that policy by providing incentives that afford flexibility to a subdivider in road and lot layout and design, placement of residential structures and road frontage requirements and by allowing the planning board to waive or reduce certain otherwise applicable standards and provisions of this chapter and Chapter 70, Zoning, if the subdivider commits to the permanent preservation of important open space resources. It shall not be construed as granting variances from dimensional standards when the planning board grants waivers provided for in this section as allowed for in 30-A M.R.S.A. § 4353.4-C. These incentives are designed to encourage greater flexibility and more innovative approaches to housing and environmental design that will promote the most appropriate use of land and will preserve, as permanent open space, agricultural or forestry land, important natural features, wildlife habitat, water resources, ecological systems, and historic and scenic areas for the benefit of present and future residents.~~

(b) *Applicability*. The provisions of this ordinance shall be mandatory for all subdivisions of 10 acres or greater in the ROS-I and ROS-II zones, and optional for all subdivisions in any other zone.

(c) *Planning board review.*

(1) The planning board shall review the application in accordance with 30-A M.R.S.A. § 4404 and the chapter as modified by the provisions of this section.

(2) The submissions for an open space subdivision shall include all plans and materials required for a conventional subdivision under this chapter.

(3) *Lots and Dwelling Units.* In planning board review and approval of an open space subdivision, the following requirements shall apply and shall supersede any inconsistent or more restrictive provisions of this chapter or Chapter 70, Zoning.

a. All open space subdivisions shall meet the use standards of the zoning district in which they are located.

b. The overall density of the subdivision shall not exceed the density requirements of the zoning district in which it is located. ~~In the event that an open space subdivision is located in more than one zoning district, the overall density of the subdivision shall not exceed the combination of the density requirements of the districts in which the open space subdivision is located.~~ In calculating overall density the land area contained in road rights-of-way ~~that are proposed for public acceptance~~ shall be deducted prior to determining density.

c. A lot for a dwelling unit created as part of an open space subdivision shall not be further divided. ~~, except that a lot for a dwelling unit created as part of an open space subdivision where such lot shall have within its bounds designated open space may not be further divided if the original approved plan shall have reserved future development of such lot, but any such further division shall only be made in accordance with this standard.~~

d. *Density bonus.* The planning board may grant a density bonus of one lot or dwelling unit for each ten lots or dwelling units when it makes a written finding that the open space subdivision design provides public access to open space or pedestrian friendly layouts through the use of sidewalks or trail systems. ~~within the project or provides linkages for pedestrian movements between adjoining properties which contributes to town wide open space planning. The planning board must find that the project can provide for adequate subsurface wastewater disposal and adequate supply and quality of water for both domestic and firefighting purposes, if public sources are not available, to grant the density bonus.~~

(d) *Layout and siting standards.* In planning the location and siting of residential structures in an open space subdivision, priority should be given to the preservation of the open space for its agriculture or natural resource value with ~~human habitation activity~~ residential structures located and sited on the lower valued natural resource portion of a parcel ~~taking into account the contours of the land and the reasonableness of slopes~~.

The building lots and designated open space ~~and/or residential structures~~ shall be laid out and be sited according to the following principles to the greatest extent feasible. The planning board in its discretion shall resolve conflicts between these principles as applied to a particular site.

(1) Maximize contiguous usable area for agriculture, forestry, conservation areas, or open space for recreation;

(2) Preserve essential habitats of rare, threatened or endangered wildlife, rare or exemplary plants and natural communities, and high value plant and animal habitat areas identified on State Beginning with Habitat maps in protected open space;
(3) Preserve rural landscape features, including significant trees, tree lines, stone walls, and other natural features;
(4) Create linkages to existing open space, trails, natural areas, and habitat corridors where possible;
(5) Lots within woodlands or along the far edges of open fields to allow new residential structures to be visually absorbed by natural landscape features;
(6) Lots where scenic views from public roadways are least likely to be blocked or interrupted;
(7) Architectural compatibility of new construction with existing buildings in the community.

~~(1) In the least suitable agricultural soils and in a manner which maximizes the useable area remaining for the designated open space use, where agricultural, forestry, or recreational, existing or future uses, are particularly sought to be preserved;~~

~~(2) Within woodlands, or along the far edges of open agricultural fields adjacent to any woodland to reduce encroachment upon agricultural soils, to provide shade in the summer, and shelter as well as solar gain in the winter, and to enable new residential development to be visually absorbed by natural landscape features;~~

~~(3) In such manner that the boundaries between residential lots and/or structures and active agricultural or forestry land are well buffered by vegetation, topography, roads or other barriers to minimize potential conflict between residential and agricultural or forestry uses;~~

~~(4) In locations where buildings may be oriented with respect to identified scenic vistas, natural landscape features, topography and natural drainage areas, in accordance with an overall plan for site development, scenic vistas may be addressed by creating at least one scenic window per development with at least one turnout suitable for public use;~~

~~(5) In locations that provide compatibility in terms of physical size, visual impact, intensity of use, proximity to other structures, and density of development with other permitted uses within the zoning district;~~

~~(6) In locations such that diversity and originality in lot layout and individual building, street, parking layout is encouraged; and~~

~~(7) So that individual lots, buildings, street and parking areas shall be designed and situated to minimize alterations of the natural site, to avoid the adverse effects of shadows, noise and traffic on the residents of the site, to conserve energy and natural resources, and to relate to surrounding properties, so as to improve the view from and of buildings.~~

(e) *Space standards.*

(1) Shore frontage, shore setback and shoreland density requirements shall not be reduced below the minimum required in the zoning district.

(2) Distances between residential structures shall be a minimum of the height of the tallest adjacent structure.

(3) When individual lots will be laid out, the required minimum lot size or minimum land area per dwelling unit for the building envelope may be reduced. Unless public sewage collection and treatment is provided, no lot shall be less than 20,000 square feet.

(4) Minimum road frontage requirements may be waived or modified by the planning board provided that:

a. Any applicable provisions regarding roads in subsection (g) of this section are satisfied; and

b. Adequate access and turnaround to and from all parcels and/or structures by fire trucks, ambulances, police cars and other emergency vehicles can be ensured by private roads and/or common driveways.

(5) A reduction of required setback distances may be allowed at the discretion of the planning board, based upon the public benefits to be achieved from the design. ~~provided that the front and rear setbacks shall be no less than 25 feet or that required for the applicable zoning district, whichever shall be less. For the perimeter of cluster development, overall development setback shall not be reduced below the minimum front, side and rear setbacks required in the zoning district unless the planning board determines a more effective design of the project can better accomplish the purposes of this performance standard.~~

(6) No individual lot or dwelling unit shall have direct vehicular access onto a public road existing at the time of development.

(f) *Utilities*.

(1) All utilities shall be installed underground unless specifically waived by the Planning Board. Transformer boxes, pumping stations and meters shall be located so as not to be unsightly or hazardous to the public.

(2) All structures requiring plumbing in the development shall be connected to the public sewer system, individual septic systems, or a shared subsurface disposal system in accordance with the minimum standards set forth in the State of Maine Subsurface Wastewater Disposal Rules. Proposed systems shall in no way endanger groundwater supplies which are currently being utilized as a water source for any existing development or which are to be utilized as a common or individual water supply for the proposed development.

(3) Shared subsurface disposal systems may be permitted in designated open space provided that requirements of the Maine State Plumbing Code are met, including appropriate provisions for legal obligations related to maintenance and replacement.

~~At the discretion of the planning board, in order to achieve the most appropriate design and layout of lots, residential structures and open space, utilities including individual wells and septic systems may be located on designated portions of the open space, if necessary, provided they shall not unreasonably interfere with the open space purposes or uses to be achieved under this section.~~

~~(1) All structures requiring plumbing in the development shall be connected the public sewer system, to individual septic systems or a private central collection and treatment system in accordance with the minimum standards set forth in the State of Maine Subsurface Wastewater Disposal Rules. Proposed systems shall in no way endanger ground water supplies which are currently being utilized as a water source for any existing development or which are to be utilized as a common or individual water supply for the proposed development.~~

~~(2) If a private central collection system is proposed, the applicant must show either that at least one designated site for each lot, in the open space or on the lot, has adequate soils and land area suitable for subsurface waste disposal for each lot in accordance with the minimum standards set forth in the State of Maine Subsurface Wastewater Disposal Rules, or that a second site on the parcel has the size, location and soil characteristics, to accommodate a system similar to the one originally proposed.~~

~~(3) If a private central collection system is proposed, the system shall be maintained by an homeowners' association or under an agreement of the lot or unit owners in the same fashion required for maintenance of the open space by a homeowners' association or the lot or unit owners in common and written evidence of said~~

~~maintenance agreement shall be submitted to the planning board. The planning board may require the developer and homeowners association to retain a qualified third party to inspect and approve the system from time to time and furnish a copy of his report to the code enforcement officer.~~

(g) *Roads and common driveways*. The planning board shall require private roads and common driveways to comply with the design standards set forth in this chapter except as provided in subsection (g)(4) of this section.

(1) Common driveways are allowed and encouraged where appropriate to access individual lots. The following design and construction standards shall apply:
   (a) A common driveway serves up to 2 lots.
   (b) The maximum length shall not exceed 1000 feet.
   (c) All common driveways in excess of 500 feet shall contain at least one 20 foot by 30 foot turnout. The exact size and location shall be determined by the Planning Board with the review of the Fire Department.
   (d) The common driveway shall have a minimum 25 foot right of way (ROW) for up to 2 lots or dwelling units
   (e) The travel way shall be 12 feet wide and shall be located as close as possible to the ROW centerline.
   (f) The travel way shall be constructed of a minimum of 18 inches of gravel.
   (g) Drainage ditches and culverts shall be provided as necessary.

(2) Roads serving open space subdivisions shall meet the following standards:
   (a) Roads serving open space subdivisions shall have a minimum 16-foot travel way with a minimum shoulder width of 3 feet, and a maximum pavement width of 20 feet. All roads shall have a minimum 50-foot ROW.
   (b) Where feasible, road alignments shall work with the topography and existing site conditions to follow the natural contours and avoid physical features that give the land its character.
   (c) Drainage ditches and culverts shall be provided as necessary.

   (d) The subdivision plan shall show the road clearly labeled "private road."

~~(1) The subdivider shall submit to the planning board as part of the application for approval a professional engineers drawing showing the location and drainage characteristics, dimensions and grade of roads and common driveways as well as specifications setting forth their proposed composition.~~

~~(2) The subdivision plan shall show the road clearly labeled "private road."~~

~~(3) Whenever possible and as far as practicable, the roads and common driveways shall:~~

~~a. Follow natural contours in an effort to limit phosphorous export;~~

~~b. Be limited in width, curvilinear in design, and keeping within the rural character of the town;~~

~~c. Turn away from the front access to public roads, and shall use sufficiently dimensioned culverts to accommodate pre-development and post-development drainage and flows, where necessary.~~

~~(4) Travelways and shoulders of roads and common driveways within open space subdivisions shall meet the following minimums:~~

~~a. Common driveways serving three or fewer dwelling units: 12 foot travel way.~~

~~b. Roads serving four units: 16-foot travel way and three-foot shoulders.~~

~~c. Roads serving five to ten units: service 16-foot paved travel way and three-foot shoulders.~~

~~d. Roads serving 11 to 50 units: 20 foot paved travel way and three-foot shoulders.~~

(h) *Open space requirements.* In planning board review and approval of an open space subdivision, the following requirements shall apply and shall supersede any inconsistent or more restrictive provisions of this chapter or Chapter 70, Zoning.

(1) Designated Open Space.
- *(a)* In all districts, an area of at least 50 percent of the gross acreage of the parcel being divided shall remain as open space.
- (b) Open space shall not include individual lots, driveways, roads, or road rights of way.
- (c) Designated Open Space shall be shown on the plat plan with the following notation: "Designated Open Space shall not be further subdivided or used for future building lots."
- (d) Designated Open Space shall be marked in the field to distinguish those areas from private property.
- (e) Open space areas shall be contiguous, where possible, to allow linking of open space areas throughout the town.

(2) *Open space uses.* Uses are limited to passive recreation, passive outdoor activities, agriculture, forest management, and for preserving the natural areas or habitat. Potential uses (e.g., farming) may be by the subdivider, owners or residents, or a

lessee. The use of any open space may be further limited or controlled at the time of final subdivision approval as necessary to protect adjacent properties.

(3) Ownership. Designated Open Space shall be owned, preserved, and maintained as required by this section by any of the following mechanisms or combinations thereof as a condition of subdivision approval:

(a) Dedication of open space to the Town or a suitable land trust, if either is willing to accept the dedication.

(b) Dedication of development rights of open space to a suitable land trust with ownership by a private individual or homeowners association.

(c) Ownership of the open space by a homeowners' association which assumes full responsibility for its maintenance with open space protection deed restrictions enforceable by any landowner in the subdivision, any owner of separate land parcels abutting the open space, or the municipality

(d) For open space reserved for agriculture or woodlot use, ownership by a private individual with open space protection deed restrictions enforceable by any land owner within the subdivision, any owner of separate land parcels abutting the open space, or the municipality.

(4) *Maintenance standards*. Ongoing maintenance standards and the entity responsible for stewardship and management shall be established as a condition of subdivision approval. Such maintenance standards may include such conditions, obligations, or costs to maintain their use, facilities, and maintenance of vegetation.

(5) *Final plan.* The final plan shall include information or provide reference to a legal document which defines use, ownership, management, method of preservation, and the rights, if any, of the owners in the subdivision to such land or portions thereof, and shall contain a reference or notation indicating any conservation easements, deed restrictions, or other documents regarding those provisions required to be recorded to implement such reservations, restrictions or provisions.

~~Open space set aside in an open space subdivision shall be permanently preserved as required by this section except where open space is dedicated by a landowner under contract with the town for a term of years as set forth below. Land set aside as permanent open space may, but need not be, a separate tax parcel. Such land may be included as a portion of one or more large parcels on which dwellings are permitted provided that a conservation easement or a declaration of covenants and restrictions is placed on such land pursuant to subsection (h)(3) of this section and provided that the planning board approves such configuration of the open space.~~

~~(1) *Open space*. In all districts at least 50 percent of the gross acreage shall remain as open space outside of individual lots or building envelopes assigned to individual dwelling units and/or road rights-of-ways that are proposed for public acceptance.~~

~~(2) *Open space uses.* On all parcels, open space uses shall be appropriate to the site, Open space should include natural features located on the parcel(s) such as, but not~~

limited to, agricultural land, forested acreage, wildlife habitat and historic features and sites. Open space shall be preserved and maintained subject to the following, as applicable:

a. On parcels that contain significant portions of land suited to agriculture, open space shall be preserved for agriculture or other compatible open space uses such as forestry, recreation (active or passive) and resource conservation.

b. When the principal purpose of preserving portions of the open space is the protection of natural resources such as wetlands, aquifers, steep slopes, wildlife and plant habitats, and stream corridors, open space uses in those portions may be limited to those which are no more intensive than passive recreation.

c. Open space areas shall be contiguous, where possible, to allow linking of open space areas throughout the town.

d. The use of any open space may be limited by the planning board at the time of final plan approval where the planning board deems it necessary to protect adjacent properties or uses, or to protect sensitive natural features or resources. A proposed change in use of open space land, other than that specified at the time of plan approval, shall be reviewed by the planning board as an amendment to the approved plan.

e. Further division of open space or its use for other than agriculture, forestry, recreation or conservation, except for easements for underground utilities, shall be prohibited and shall be so stated by deed restrictions. Structures and buildings accessory to recreation or conservation uses may be erected on open space, subject to planning board approval.

(3) *Notations on plan*. Open space areas must be clearly labeled on the final plan. The final plan shall include information or provide reference to a legal document which defines open space uses, ownership, management, method of preservation, and the rights, if any, of the owners in the subdivision to such land or portions thereof. The open space land shall be permanently reserved for open space purposes and is subject to reservations for future development, including those provisions allowed under subsection (h)(4)(d) of this section. Reference or notations shall also be provided for any conservation easements or deed restrictions required to be recorded to implement such reservations or restrictions.

(4) *Preservation in perpetuity.* An owner of a parcel of land may designate all or a portion of the parcel for open space use in perpetuity if the purposes set forth in

subsection (h)(4)(a)—(f) of this section are achieved and all other requirements of this performance standard are met subject to the following conditions:

a. A perpetual conservation easement, or declaration of covenants and restrictions, restricting development of the open space land must be incorporated in the open space plan.

b. The conservation easement may be granted to or the declarations may be for the benefit of a private party, third party or other entity, the town, with the approval of the council or to a qualified not-for-profit conservation organization acceptable to the planning board.

c. Such conservation easement or declaration of covenants and restrictions shall be reviewed and approved by the planning board and be required as a condition of plan approval hereunder.

d. The planning board may require that such conservation easement, or declaration of covenants and restrictions, be enforceable by the Town of Lisbon if the town is not the holder of the conservation easement or beneficiary of the declarations.

e. The conservation easement or declarations shall prohibit residential, industrial, or commercial use of such open space land (except in connection with agriculture, forestry and recreation) and shall not be amendable to permit such use.

f. The conservation easement or declaration shall be recorded in the Androscoggin County Registry of Deeds prior to or simultaneously with the filing of the Open Space Subdivision final plan in the Androscoggin County Registry of Deeds.

(i) *Maintenance standards*. Ongoing maintenance standards, where appropriate, shall be established, enforceable by the town against the owner(s) of common land, including open space land, roads and other facilities as a condition of subdivision approval. Such maintenance standards may include such conditions, obligations, or costs to maintain their use, facilities and/or scenic character.

(j) *Notations on plan.* Common lands, roads or facilities, including open space lands, must be clearly labeled or referenced on the final plan. The final plan shall include information or provide reference to a legal document which defines use, ownership, management, method of preservation, and the rights, if any, of the owners in the subdivision to such land or portions thereof, and shall contain a reference or notation indicating any conservation

~~easements, deed restrictions, or other documents regarding those provisions required to be recorded to implement such reservations, restrictions or provisions.~~

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals *First Reading***
Date: June 18, 2024

Summary

Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals - First Reading, a roll call vote will be required.

Recommendation

Adopt Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals and set Public Hearing for July 16, 2024.

Attachments

1. NSP Lisbon Appeals Memo Second Reading APPROVED

NORTHSTAR PLANNING

MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Planner, North Star Planning

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

Date: June 3, 2024

Overview

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

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

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

Recommended Changes

Section 70-120.(a) – Administrative Appeals

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

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 *First Reading***
Date: June 18, 2024

Summary

This Ordinance change comes to Council after deliberation and approval at the Planning Board level. A roll call vote will be required.

Recommendation

Adopt Chapter 70 Proposed Ordinance Changes per LD337 and set Public Hearing for July 16, 2024.

Attachments

1. NSP Second Reading Lisbon LD 337 Memo APPROVED

NORTHSTAR PLANNING

MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Senior Planner, North Star Planning

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

Date: June 3, 2024

Overview

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

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

Proposed Ordinance Changes

Sec. 70-1. - Definitions.

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

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

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

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

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

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

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

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: School Committee
Date: June 18, 2024

Summary

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: Planning Board
Date: June 18, 2024

Summary

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: Lisbon Development Committee
Date: June 18, 2024

Summary

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: Conservation Commission
Date: June 18, 2024

Summary

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: Parks & Recreation Committee
Date: June 18, 2024

Summary

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: County Budget Committee
Date: June 18, 2024

Summary

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: Library Governing Board
Date: June 18, 2024

Summary

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: Water Commission
Date: June 18, 2024

Summary

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: Finance Committee
Date: June 18, 2024

Summary

Recommendation

Attachments
None

Lisbon Police Department
A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Glenn Michalowski Lisbon Town Manager
From: Ryan McGee, Chief of Police
Date: 6/13/2024
Subject: ATV Law Enforcement Enforcement Grant

I am writing to request your permission for the Lisbon Police Department to apply for a Law Enforcement ATV Enforcement Grant through the Maine Department of Inland Fisheries and Wildlife. This grant aims to enhance ATV safety and enforce laws and regulations related to ATV use within our community.

Project Overview:

The proposed initiative will involve assigning an officer to a 4-hour detail every weekend from August 3rd to October 5th, 2024. The officer will focus specifically on ATV safety and law enforcement, patrolling high-traffic ATV areas, conducting safety inspections, and educating riders about responsible ATV use.

Objectives:

1. **Enhance Public Safety:** By increasing police presence and proactive enforcement, we aim to reduce ATV-related issues by being proactive.
2. **Promote Responsible ATV Use:** Through education and community outreach, we will encourage safe and responsible riding practices.
3. **Ensure Compliance with Laws and Regulations:** Regular checks and enforcement will help ensure all ATVs are properly registered and riders comply with state and local laws.

Activities:

- Conduct patrols in high ATV traffic areas using department ATVs.
- Perform on-the-spot safety inspections and engage with riders to provide safety tips and distribute educational materials.

Expected Outcomes:

- Increased compliance with ATV laws and regulations.
- Strengthened community relationships and greater support for ATV safety initiatives.

Budget Request:

The grant will cover ALL but 25% of the costs, as there is a 25% match. The grant includes ATV maintenance and fuel, and educational materials.

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

Conclusion:

The grant will significantly contribute to the safety and well-being of our community by promoting responsible ATV use and ensuring adherence to regulations. I believe this initiative will be highly beneficial for Lisbon and respectfully request permission from the Lisbon Town Council to proceed with the grant application.

Thank you for your consideration.

Respectfully,

Ryan McGee
Chief of Police

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: ATV Enforcement Grant
Date: June 18, 2024

Summary

I am writing to request permission for the Lisbon Police Department to apply for a Law Enforcement ATV Enforcement Grant through the Maine Department of Inland Fisheries and Wildlife. This grant aims to enhance ATV safety and enforce laws and regulations related to ATV use within our community. Please refer to the attached memo for detailed information.

Recommendation

Authorize the Town Manager to apply for the Law Enforcement ATV Enforcement Grant through the Maine Department of Inland Fisheries and Wildlife.

Attachments

1. Memo to TM on ATV access roads

Lisbon Police Department
A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Glenn Michalowski Lisbon Town Manager
From: Ryan McGee, Chief of Police
Date: 6/13/2024
Subject: ATV Law Enforcement Enforcement Grant

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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Confirm Appointment of Liza Kimball to the Planning Board as an Associate Member**
Date: June 18, 2024

Summary
Ms. Kimball was recently vetted by Council and appointed to the Public Safety Building Committee. She has shown interest in and applied for a position on the Planning Board. Ms. Thomsen's resignation from the Planning Board has created a vacancy.

Recommendation
Appoint Liza Kimball to the Planning Board as an Associate Member.

Attachments
None