Town of Lisbon

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

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-020)** Confirm the Town Manager's Appointment of Craig Bouchard to Local Health Officer and Local Emergency Management Director
Date: February 4, 2025

Summary
Pursuant to **Division 17 - Health Department, Section 2-459** of the **Town of Lisbon Ordinances**, and in accordance with **Maine State Law (22 M.R.S. §451)** and **Maine CDC Rules (10-144 CMR Ch. 294)**, this serves as confirmation of the **Town Manager's appointment of Craig Bouchard** as the **Local Health Officer (LHO)** for the **Town of Lisbon**.

What is a Local Health Officer (LHO)?

Maine law requires every municipality to appoint an **LHO for a three-year term**. The LHO serves as the town's **primary public health resource**, ensuring compliance with health regulations and addressing public health concerns at the local level.

Duties of the Local Health Officer

Maine law outlines both **mandatory** and **implied** duties for the LHO. The key responsibilities include:

- Serving as a **public health resource** for the community, providing guidance on health-related concerns.
- Mediating and resolving **health complaints** between residents, businesses, and organizations.
- Investigating and enforcing **unresolved health complaints**.
- Reporting to the **Town Council** on the town's public health status and any concerns that require attention.
- Notifying the **Maine CDC and DHHS** of potential public health threats.

Some responsibilities are **mandatory**, meaning the LHO must perform them (e.g., enforcing public health laws), while others are **authorized**, meaning the LHO may act but is not legally required to.

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Local Emergency Management Director Appointment

In addition to his role as LHO, **Craig Bouchard has also been appointed as the Local Emergency Management Director (EMA)** for the Town of Lisbon. He takes over from **Sarah Bennett Assistant Town Manager, who served in the interim following the departure of the previous Fire Chief**.

Recommendation

Attachments
None