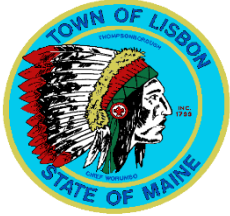


AGENDA
COUNCIL MEETING
September 19, 2023
LISBON TOWN OFFICE
7:00 PM MEETING

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Donald Fellows
Jo-Jean Keller
Christine Cain
Fern Larochelle
3. EXECUTIVE SESSION
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
 - A. **Mass Gathering Permit - Lisbon Falls Artwalk**
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
 - A. **ORDER 2023-175 Consent Agenda Items**
 1. Municipal Accounts Payable Warrants - \$ 474,903.34
 2. Municipal Payroll Warrants - \$ 219,399.35
 3. School Accounts Payable - \$ 251,399.35
 4. School Payroll Warrant - \$ 399,595.16
 5. Mass Gathering Permit - Lisbon Falls Artwalk
 6. Minutes of August 15, 2023
 7. Set Public Hearing for October 3rd for Medical Manufacturing Facility Renewal for 207 Edibles
 8. Set Public Hearings for October 3rd for Itinerant Vendor and Victualer Licenses for Bowlicious and Qweenie's Vending.
 9. Set Public Hearing for October 3rd for Adult Use Marijuana Manufacturing License for River Driver Cannabis Co.
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - Order-2023-43 **ORDER 2023-176 Award 2023 Sidewalk Snow Removal Contract**
 - Order-2023-42 **ORDER 2023-177 Amendments to Chapter 14 General Assistance Maximums & Appendices *First Reading***
 - Order-2023-47 **ORDER 2023-178 Tax Abatement for 406 Ridge Road**
9. OTHER BUSINESS
 - A. **Council Committee Reports:**
 1. School Committee – Councilor Larochelle



AGENDA
COUNCIL MEETING
September 19, 2023
LISBON TOWN OFFICE
7:00 PM MEETING

2. Planning Board – Councilor Fellows
3. Lisbon Development Committee – Councilor Lunt
4. Conservation Commission – Councilor Moore
5. Parks & Recreation Committee – Councilor Moore
6. County Budget Committee – Councilors Moore/Lunt
7. Library Governing Board – Councilor Keller
8. Water Commission – Councilor Fellows
9. Finance Committee – Councilor Robishaw

B. Town Manager's Report

1. **ORDER 2023-179** Land Use Enforcement Action - 71 Gould Road

C. Update from County Commission

D. Town Code Sec 92-5 Inventory/Review of Tax Acquired Properties

E. Advisory Board Revisions Discussion

10. APPOINTMENTS

Order-2023-45 **ORDER 2023-180 Appointment of Tax Assessor**

11. COUNCIL COMMUNICATIONS

12. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

13. ADJOURNMENT

Order-2023-44 **ORDER 2023-181 To Adjourn.**



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Mass Gathering Permit - Lisbon Falls Artwalk**
Date: September 19, 2023

Summary

Recommendation

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **ORDER 2023-175 Consent Agenda Items**
Date: September 19, 2023

Summary

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

Recommendation

Approve the Consent Agenda as presented.

Attachments

1. 09-19-2023 Warrants

Agenda Date: 09/19/2023

Date	Brenda Martin		Municipal Accts Payable
9/6/2023	9052023	\$	474,903.34

Date	Tiffany Hurd		Municipal Payroll Warrants
9/6/2023	230907	\$	200,968.00
9/6/2023	2309W1	\$	18,361.75
		\$	219,329.75

Date	Louise Levesque		School Accts Payable
9/6/2023	2404	\$	251,399.35

Date	Eva Huston		School Payroll Warrants	Add Each Voucher
9/6/2023	1026	\$	18,917.80	
9/6/2023	1027	\$	209.38	
9/13/2023	1028	\$	367,282.42	
9/13/2023	1029	\$	11,551.70	
9/13/2023	15	\$	1,633.86	
		\$	399,595.16	

er Number Individually and Grand Total should match email total

Agenda Date: 12-22-2020

Date

Brenda Martin

Municipal Accts Payable

Date

Megan Lavigne

Municipal Payroll Warrants

Date

Louise Levesque

School Accts Payable

Date

Eva Huston

School Payroll Warrants



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Municipal Accounts Payable Warrants - \$ 474,903.34
Date: September 19, 2023

Summary

Municipal Accounts Payable Warrants - \$ 474,903.34

Recommendation

Approve Accounts Payable

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Municipal Payroll Warrants - \$ 219,399.35
Date: September 19, 2023

Summary

Municipal Payroll Warrants - \$ 219,399.35

Recommendation

Approve Municipal Payroll

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: School Accounts Payable - \$ 251,399.35
Date: September 19, 2023

Summary

School Accounts Payable - \$ 251,399.35

Recommendation

Approve School Accounts Payable

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: School Payroll Warrant - \$ 399,595.16
Date: September 19, 2023

Summary

School Payroll Warrant - \$ 399,595.16

Recommendation

Approve School Payroll Warrant

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Mass Gathering Permit - Lisbon Falls Artwalk
Date: September 19, 2023

Summary

Recommendation

Attachments

1. Lisbon Artwalk

Town of Lisbon, Maine

APPLICATION FOR MASS OUTDOOR GATHERING PERMIT

Name/Title of Event: Lisbon Fall Artwalk / Fall in the Falls Artwalk

Description of Event: Art walk

Date(s) of Event: 10/14/23 Time Begin: 11am Time End: 6pm

Attendance Expected: open to public

Property for event is publicly/privately owned: Public ☒ Private ☐

Location Address of Event: Main street + Union Street Lisbon Falls
Sidewalks

If private property you must have written permission from landowner or its representative.

Signature of landowner/representative

Printed name of landowner/ representative

Sponsor Organization: Align tattoo

Mailing Address: 13 Union Street Lisbon Falls ME 04252
(Street or Box) (City/Town) (State) (Zip Code)

Email Address: Aligntattoo@gmail.com

Contact Person: Angela Whiteley 207-951-1337
(Name) (PH # Day) (Cell)

Email Address: AWhiteley892@gmail.com

(NOTE) The cost of the permit shall be \$200.00 per weekly event. The permit fee will not include the cost of police protection for public safety. The \$200.00 fee is payable at the time the application is submitted.

Make Checks Payable to: **Town of Lisbon**

Additional Requirements:

1. If location of event includes a Town Park, permission must be obtained from the Parks & Recreation Director.
2. If articles (including refreshments) are to be sold or funds solicited, applicable licenses and permits must be obtained from the Town Clerk's office.
3. If alcohol will be served, catering permits must be obtained from the appropriate local and State authorities and agencies.

Trash & Recycling - responsibility of the permit-holder. LW
Att



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Minutes of August 15, 2023
Date: September 19, 2023

Summary

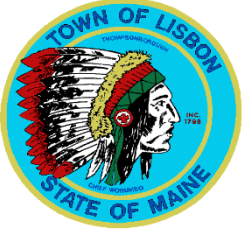
Minutes from August 15, 2023.

Recommendation

Approve the minutes of the August 14, 2023 Regular meeting.

Attachments

1. 08-15-2023 DRAFT



**Town Council
MEETING MINUTES
August 15, 2023
LISBON TOWN OFFICE
6:00 PM - COUNCIL MEETING**

Unapproved Minutes

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Harry Moore, called the meeting to order at 6:00 PM.

ROLL CALL

Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Nicholas Craig, Planning Board member; Bill Kuhl, Associate Planning Board member; and approximately 6 citizens in the audience.

EXECUTIVE SESSION

ORDER 2023-150 Personnel Matters per 1 M.R.S.A. § 405(6) (A)

VOTE (2023-150) Councilor Larochelle, seconded by Council Member Fellows, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6) (A) at 6:02 PM.

Order Passed– Vote 7-0.

VOTE (2023-150A) Council Member Larochelle, seconded by Council Member Fellows, moved to resume the regular meeting at 7:09 PM.

Order Passed– Vote 7-0.

GOOD NEWS & RECOGNITION

Ross Cunningham said a new mural is being mounted on the wall on Union Street at the University of Maine, and the ribbon cutting is on August 16th at 11:30 am.

Chair Harry Moore recognized Alex Renaud, the Town Intern, for his hard work in the various town departments this summer with a Certificate of Appreciation. Mr. Cunningham said that the Economic Development, Human Resources, Town Manager, and Clerk's offices all benefited from having him here as an intern and wished him well as he returns to college for the Fall semester.

Councilor Fellows said he would like to recognize the Registration and Tax Collection clerks for their professionalism and efficiency at the front desk. He said he observed Lori Horton and Amy Scribner, along with Tina Taylor, perform their duties extremely professionally and knowledgeably when he visited the front desk to register his car. He said they are on the front lines and do a good job representing Lisbon to our residents.

PUBLIC HEARINGS

Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin

The Chair opened the Public Hearing. There were no comments. The Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

ORDER 2023-151 Consent Agenda

VOTE (2023-151) Council Member Fellows, seconded by Council Member Lunt, moved to Approve

the Consent Agenda as presented.

Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants - \$1,072,682.22

Municipal Payroll Warrants - \$ 620,367.10

School Accounts Payable Warrants - \$ 633,848.84

School Payroll Warrants - \$726,990.12

Minutes of July 11th and 26th, 2023

Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin

Set Public Hearing for September 5th for Itinerant Vendor's License for Beach Betti's

Set Public Hearing for September 5th for Victualers and Itinerant Vendor License for Benchwarmerz & Mannie's Phillie 2 Me

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

ORDER 2023-152 Funding request for Public Parking Lot Design on Worumbo Property

The Lisbon Development Committee requests the use of up to \$22,000.00 from the Downtown TIF funds to utilize Olver Associates to work with the LDC to design a plan and create construction documents to create an attractive and functional public parking lot.

Ross Cunningham said the Friends of Worumbo takes care of the green space, the Town is the parking lot. He said we are looking for a nice lot, and this bid is from the Town Engineer, Mandy Olver. He said the Downtown TIF is currently at about \$200,000.00, next July it will add about \$97,000.00 to that.

Councilor Moore asked what the plan is for the lot. Mr. Cunningham said this is the funding to create the plan.

Councilor Fellows said he was at the LDC meeting, it was very thoroughly discussed. He said Mandy Olver has the most knowledge about what we would like to see there.

Councilor Larochelle asked to emphasize a safer crosswalk there. Mr. Cunningham said Olver and Associates can oversee it when we decide to do it. He said the parking lot is in very rough shape, we need it. Discussion regarding the poor condition of the lot followed.

VOTE (2023-152) Councilor Fellows, seconded by Larochelle, moved to approve the LDC to work with Olver Associates to design and plan a public parking lot at the Worumbo property using up to \$22,000.00 of Downtown TIF funds.

Order Passed – Vote 7-0.

ORDER 2023-153 Authorize Town Manager to Execute Quitclaim Deed

Mr. Michalowski said the owner paid the back taxes and the property will now go back to him.

VOTE (2023-153) Councilor Larochelle, seconded by Councilor Fellows, moved to authorize the Town Manager to execute a quitclaim deed to George Rehfield for the tax-acquired property at 15 Wing Street, Map U26, Lot 074 upon receipt of payment in full of all back taxes, sewer fees, interest and related costs.

Order Passed– Vote 7-0.

ORDER 2023-154 Charter Amendment to Change Elections for School Committee to June

First Reading: This amendment will provide that elections for School Committee members and the

School Department Budget validation referendum should both occur annually on the second Tuesday of June. This is a change only for the election of the Committee members. The current Charter provides for School Budget validation in June and Committee member elections at the General Election in November.

Len Lednum, School Committee member and recent appointee, said it is difficult to come onto the committee in November because the retreat is in August and includes valuable information and training that new members need. He referenced Superintendent Green's memo to the Council regarding the changes, saying it is in the best interest of the town to change the committee elections to June.

VOTE (2023-154) Councilor Fellows, seconded by Councilor Larochelle, moved to adopt the amendments to the Lisbon Town Charter that would modify Article IV, Sections 4.01, 4.04, and 4.05, Article VI, Section 6.04, Article VII, Section 7.01, and Article IX, Section 9.01 to provide that elections for School Committee members and the School Department Budget validation referendum shall occur annually on the second Tuesday of June; and to set the Public Hearing for Tuesday, September 5, 2023 at 5:00 pm.

Roll Call Vote: Yeas – Council Chair Moore, Council Member Fellows, Council Member Keller, Council Member Larochelle, Vice Chair Robishaw, Council Member Cain, Council Member Lunt. Nays – None.
Order Passed – Vote 7-0.

VOTE (2023-154A) Council Member Robishaw, seconded by Council Member Moore, moved to accept the language for the referendum for Question 1, and to Recommend Yes on the Ballot for the November 7, 2023 election.
Order Passed– Vote 7-0.

ORDER 2023-155 Ordinance Authorizing Issuance of Bonds for Burrough Road Bridge Project
First Reading: This Bond Ordinance is for the purpose of financing the design, permitting, and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road.

Mr. Michalowski said we have a strict timeline to meet to get this on the November ballot. He said we can't assume we will get funding from another source, and if the Town does not approve, we won't be able to build the bridge if it's not funded another way.

Council Member Larochelle said \$650,000.00 is to reconstruct the same bridge, and that it would be closer to \$1 million to rebuild. He said he wondered if we should go with a \$1 million bond to make sure the bridge gets built. Mr. Michalowski responded that we could change the \$650,000.00 to \$1 million.

Council Member Lunt said that he would prefer to stay with the \$650,000.00.

Council Member Robishaw asked if Public Works could build the bridge. He said it's really an oversized culvert. He said once the engineers do their work, maybe Public Works can do it. Mr. Michalowski said we have time to talk with the Director.

VOTE (2023-155) Council Member Larochelle, seconded by Council Member Robishaw, moved to approve the Bond Ordinance as presented for the purpose of financing the design, permitting, and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road; and to set the Public Hearing for

Tuesday, September 5, 2023 at 7:00 pm.

Roll Call Vote: Yeas – Council Chair Moore, Council Member Fellows, Council Member Keller, Council Member Laroche, Vice Chair Robishaw, Council Member Cain, Council Member Lunt. Nays – None.

Order Passed – Vote 7-0.

VOTE (2023-155A) Council Member Robishaw, seconded by Council Member Moore, moved to accept the language for the referendum for Question 1, and to Recommend Yes on the Ballot for the November 7, 2023 election.

Order Passed – Vote 7-0.

ORDER 2023-156 Approve Election Warrant

To set the Election for November 7, 2023. Clerk Lisa Ward presented the warrant with the following offices to be determined: Councilor – At Large (Vote for One) 3 Year Term, School Committee – (Vote for One) 3 Year Term and (Vote for One) 2 Year Term, and Water Commission – (Vote for One) 3 Year Term. Along with the following referendum questions to be determined:

BOND ORDER – QUESTION 1

QUESTION: “SHALL THE MUNICIPALITY APPROVE THE CHARTER AMENDMENT SUMMARIZED BELOW?

SUMMARY: THIS AMENDMENT TO THE LISBON TOWN CHARTER WOULD MODIFY ARTICLE IV, SECTIONS 4.01, 4.04, AND 4.05, ARTICLE VI, SECTION 6.04, ARTICLE VII, SECTION 7.01, AND ARTICLE IX, SECTION 9.01 TO PROVIDE THAT ELECTIONS FOR SCHOOL COMMITTEE MEMBERS AND THE SCHOOL DEPARTMENT BUDGET VALIDATION REFERENDUM SHALL OCCUR ANNUALLY ON THE SECOND TUESDAY OF JUNE.”

YES

NO

BOND ORDER – QUESTION 2

QUESTION: SHALL AN ORDINANCE ENTITLED “ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$650,000 IN GENERAL OBLIGATION BONDS AND NOTES OF THE TOWN OF LISBON, MAINE” BE APPROVED AND RATIFIED?

YES

NO

VOTE (2023-156) Council Member Fellows, seconded by Vice Chair Robishaw, moved to Approve the Election Warrant for November 7, 2023.

Order Passed – Vote 7-0.

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Cain

Council Member Cain said the School has had special meetings to fill staff openings.

Planning Board – Councilor Fellows

Council Member Fellows said the discussion was mostly about ROS I & II and the deadline for LD2003 regarding accessory dwelling units, which will go to the Council as an Ordinance Amendment once it goes through the Planning Board process.

Lisbon Development Committee – Councilor Lunt

Councilor Lunt requested Mr. Cunningham report. Mr. Cunningham said they are working on the Worumbo parking lot and the old landfill, as well as the abandoned buildings issue.

Conservation Commission – Councilor Moore

Councilor Moore said there are no recent meetings to report on, the next is September 13.

Parks & Recreation Committee – Councilor Moore

Councilor Larochelle had nothing to report.

County Budget Committee – Councilors Moore/Lunt

Councilor Moore said there was nothing to report, but the next meeting is August 23 at 5:30 pm.

Library Governing Board – Councilor Keller

Councilor Keller said the Library is finalizing the summer reading program and making sure they meet the needs of the community. She said there will be a Library card drive in September, and there are new programs coming.

Water Commission – Councilor Fellows

Councilor Fellows said he had nothing new to report, that the chlorination continues and corrosion control is next.

Finance Committee – Councilor Robishaw

Councilor Robishaw said he had nothing to report, they have not met recently. He stated there are openings on the committee that will need to be filled.

Town Manager's Report

Mr. Michalowski reported on the following:

- At the last meeting Chief McGee talked about speeding. He said the Chief reported on the investigation he did, that the Police Department talked to residents in that neighborhood. He said the Chief recommends adding two informational signs.
- Demolition at 6 Union Street begins August 28, he requested the road be closed on the 30th at 7am to 9am, and on the 31st from 7am to 3:30pm on Booker Street, the Manager is authorized for this already, informing the Council.
- Road Closure for a Positive Change Lisbon fundraiser.

VOTE (2023-156A) Council Member Larochelle, seconded by Council Member Keller, moved to authorize the Town Manager to close South Street between Addison and Main on August 26, 2023 from 1:00pm to 3:00pm for a Positive Change Lisbon fundraiser, contingent on reimbursement of related staff costs.

Order – Vote 7-0.

- The Potter Brook temporary bridge is complete.
- Room upgrades for Council Chambers are in progress, including sound and microphones.
- A new Deputy Clerk has been hired and will start at the end of the month.

Statutory Quarterly Finance Report

The Finance Director presented the attached report to the Council.

ROS-1/ROS-2 Proposed Zoning Changes Discussion

Nicholas Craig, Vice Chair of the Planning Board, and Kate Burch, the NorthStar Contract Planner, described the work the Board has been doing in a memo. Ms. Burch said now they would like to focus on what the Planning board will do moving forward. She outlined the options to Council,

including continuing to refine the Rural Open Space zones through the Planning Board along with a workshop with the Council. She said they would like to take a step back and have a Public meeting or listing session to be more inclusive. Mr. Craig said that, from the Board's perspective, they have had a lot of people asking to do things and they need to try to adjust to meet the needs of property owners.

Councilor Larochelle said the idea of public outreach is a good one, that Comprehensive plans change over the years, and some areas change.

Councilor Fellows said that, as liaison to the Planning board, he has listened to all the workshops and appreciates the time that's been put in. He said a better option might be a Public meeting, rather than a workshop.

Ms. Burch also pointed out that we will need to prioritize LD2003, the Housing Sensitivity Law, because the deadlines January 2024. She said we could then have a public meeting in early 2024. She said she will work with Town staff to set something up for public input. Mr. Craig said that he would be sure to get it on the agenda for the next Planning Board meeting to discuss timing for a public meeting.

APPOINTMENTS

ORDER 2023-157 Appointments to the Ethics Panel

VOTE (2023-157) Council Member Fellows, seconded by Council Member Lunt, moved to Appoint Clyde Cavender to the Ethics Panel.

Order Passed – Vote 7-0.

ORDER 2023-158 Accept Resignation of Dan Leeman as Associate Member of the Planning Board and appoint him as Regular Member to 2025

VOTE (2023-1528) Council Member Larochelle, seconded by Done Fellows, moved to Accept the resignation of Dan Leeman as an Associate Member of the Planning Board, and Appoint Dan Leeman as a Regular Member of the Planning Board to 2025..

Order – Vote 7-0.

ORDER 2023-159 Appointment to the Planning Board

VOTE (2023-159) Council Member Larochelle, seconded by Council Member Fellows, moved to Appoint Natalie Thomsen to the Planning Board as an Associate Member.

Order Passed – Vote 7-0.

ORDER 2023-160 Appointment to the Lisbon Development Committee

VOTE (2023-160) Council Member Larochelle, seconded by Council Member Fellows, moved to Appoint Shae McGehee to the Lisbon Development Committee.

Order Passed – Vote 7-0.

ORDER 2023-161 Appointment to the Finance Committee

VOTE (2023-161) Council Member Larochelle, seconded by Council Member Fellows, moved to Appoint Sam Prindle to the Finance Committee.

Order Passed – Vote 7-0.

ORDER 2023-162 Appointments to the Recreation Committee

Councilor Larochelle suggested that, since the applicants have not attended any Recreation Committee meetings, they attend a couple of meetings to familiarize themselves with the Committee before appointment. The Council was in general agreement.

No Motion was made, No Vote was taken.

ORDER 2023-163 Appointment of Emergency Management Director

VOTE (2023-163) Council Member Fellows, seconded by Vice Chair Robishaw, moved to Appoint Lisa Ward as Lisbon Emergency Management Director..

Order – Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Keller said there is new artwork on the University of Maine extension office building. She said the idea started pre-covid, it is called "Grow," and it is about planting, gardening, and so forth. She explained the next one is called "Learn," and it will reference 4H and the programs the extension office supports.

Councilor Fellows said that last week he and the Council Chair met with the assessors about taxes in Lisbon. He said he appreciated the in-depth knowledge and explanations. Councilor Moore said that taxes went up because the budget went up, and we did what we could and lowered it by a mill.

Councilor Moore said there are old cars at a defunct business on Route 196. Mr. Cunningham clarified that the owner would like to do demo and rebuild and that the Code Enforcement Officer has spoken to him. Councilor Larochelle added that it was a large topic of discussion at the recent LDC meeting.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

VOTE (2023-164) Council Member Larochelle, seconded by Council Member Lunt, moved to .
Order Passed – Vote 7-0.

ORDER 2023-164 To Adjourn

VOTE (2023-164) Council Member Larochelle, seconded by Council Member Lunt, moved to To Adjourn.

Order Passed– Vote 7-0.

Lisa M. Ward, Council Secretary

Date Approved:



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Set Public Hearing for October 3rd for Medical Manufacturing Facility Renewal for 207 Edibles
Date: September 19, 2023

Summary

Set Public Hearing for 207 Edibles License Renewal

Recommendation

Set Hearing for October 3, 2023.

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Set Public Hearings for October 3rd for Itinerant Vendor and Victualer Licenses for Bowlicious and Qweenie's Vending.
Date: September 19, 2023

Summary

Food Trucks Bowlicious and Qweenie's Vending are new to Lisbon & will need both Itinerant Vendor and Victualer's Licenses. All paperwork and payment has been processed and the Inspections are pending.

Recommendation

Set Public Hearings as part of the approval process.

Attachments

None



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Set Public Hearing for October 3rd for Adult Use Marijuana Manufacturing License for River Driver Cannabis Co.
Date: September 19, 2023

Summary

Set Public Hearing for October 3rd for Adult Use Marijuana Manufacturing License for River Driver Cannabis Co.

Recommendation

Set Public Hearing for October 3rd, 2023.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **ORDER 2023-176 Award 2023 Sidewalk Snow Removal Contract**
Date: September 19, 2023

Summary

Bids closed on September 8th, 2023 at 10 AM. Two bids were received. The low bidder was Four Seasons Landscaping at \$50,000. The proposed contract award for FY24 is consistent with the budgeted amount for snow removal operations. These operations are essential to maintain safe passage on our sidewalks during winter. However, the Town Manager will ensure that this year's contract gives the town flexibility in assessing damages if the contractor is delayed, while still ensuring prompt snow removal after a storm, within reasonable expectations.

Recommendation

Award the 2023 Sidewalk Snow Removal Contract to Four Seasons Landscaping in the amount of \$50,000.00.

Attachments

1. Bid Tabulation Sheet



Town of Lisbon

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

Please use the following table to record the bid amounts and any discrepancies observed during the bid opening process:

Bidder Name	Base Bid Amount	Alternate(s)	Discrepancies/Notes
FOUR SEASONS JOE GRAMMON	50,000 61,500		

Bid(s) Opened by:

Blenn Michalinski

Signed

Witnessed by:

Amy M Wiers

Signed

Amy M Wiers

Joe Gammon and Sons Excavation LLC
Town of Lisbon
Sidewalk and Crosswalk Snow Removal and Sanding/Salting
for 2023-2024 Winter Season

9/7/23

Scope of work: Plowing and sanding/salting 59,457 linear feet of sidewalk

Joe Gammon and Sons Excavation LLC is interested in obtaining a contract with the Town of Lisbon for the sidewalk plowing and sanding/salting for the 2023-2024 winter season.

This will be a new contract for us. We would be purchasing new equipment to fulfill this contract. We are planning on purchasing 2 25-30 horse power compact 4x4 tractors. Equipped with a front mount snowblower (48-60 inch width. Whichever one would be best suited) and a rear mount sand spreader. All equipment purchased will be 2022 or newer. We can supply a bank letter if needed for an award

Our goal would be to work hand in hand with the department of public works. We will be available at the start of any snow or sleet event. To pretreat sidewalks in high traffic areas. During snow events we will snow blow for the businesses in the downtown area. Laying down sand and salt as needed. We would work with public works to develop a route that would take care of priority walks first. We feel we can do a complete route in 6-7 hours for most storms.

References

City of Lewiston. Plowing of parking garages, Dave Sousa 207-784-3681
dsaucier@lewistonmaine.gov

Stay Maine. Plowing a apartment building, Daniel Faulkenberg 904-703-2900
info@staymaineus.com

Wards Market. Plowing of a store, Josh Goulet 207-240-0886, wardsmkt@outlook.com

We will provide 2 pieces of equipment capable of snowblowing and salting for the sum of \$135.00 per hour a piece. A combined total of \$270.00

We have broken down a rough estimate of what we believe the cost will be.

We have 4 storms at 18 hours for a total \$19,440.00

We have 4 storms at 15 hours for a total \$16200.00

We have 4 storms at 12 hours for a total \$12960.00

We have 8 storms at 6 hours for a total \$12960.00

Estimated total \$61560.00

We prefer to go hourly.

Joe Gammon and Sons Excavation LLC

223 East Road Wales Maine 04280

Joe Gammon Owner

207-956-3720

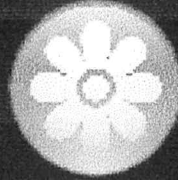
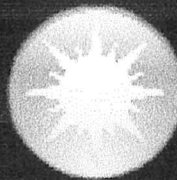
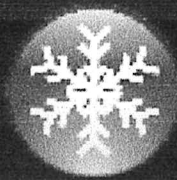
joegammonandsons@gmail.com


Joe Gammon Owner

9/8/23
Date

Acceptance

Date



FOUR SEASONS

LANDSCAPE & PROPERTY MAINTENANCE

Four Seasons Landscape
56 Springer Farm Rd
Sabattus, ME 04280
Kevin Morrissette (owner)
(207) 756-4274

Past experience

Four Seasons Landscaping has been servicing the sidewalks for the town of Lisbon since 2017. In addition to the sidewalks we have been a snow removal contractor since 2008 and have done multiple contracts mostly commercial snow removal. We have specialty equipment just for sidewalk snow removal including 2 trackless MT6 both have snow blowers and also plows, and are both equipped with sanders. In addition to those machines we have a small skidsteer that fits perfect on the side walks with it being only 48" wide, and that machine also has a snow blower and is equipped with a spreader. Procedures for snow removal will be as follows. If it's a day storm we will keep all business walks open during the storm to allow for foot traffic to establishments, then once storm is over and the town is done plowing we will come in to finish the rest of the town and do a clean up. We will always start with business establishments and school routes early in the morning (normally 4am) so the kids have a safe snow free walking path to get to school. Once we are done clearing all the walks we will then sand/salt with dry sand provided by the town. The seasonal price for year is 50,000.00 paid in 6 equal installments of 8333.33 starting in November and ending in April. All insurance requirements will be provided if the contract is awarded to Four Seasons Landscaping.

References

Randy Cyr Town of Lisbon (207) 576-8694

Paul Pombriant Edgwood Estates (904) 608-2149

Dave Richards rsu1 (207) 751-1924



Town of Lisbon

Glenn Michalowski
Town Manager

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2027
Jo-Jean Keller 2028
Christine Cain 2024
Fern Larochelle 2023

3. Insurance Requirements: Contractors must have active worker's compensation and general liability insurance throughout the contract's tenure. The Town of Lisbon shall be designated as an additional insured party on the contractor's policies.

4. Bid Submission:

- Bids will be opened at the Lisbon Town Hall on September 8, 2023, at 10:00 a.m.
- Bids must be submitted to the Town Manager's Office by 10:00 am on September 8, 2023. Late submissions will be disregarded.

5. Proposal Inclusions: Proposals must encompass:

- Contractor's identification details.
- Evidence of past experience in snow removal and sanding/salting.
- A comprehensive description of equipment and its state.
- Detailed procedures for snow removal and sanding/salting.
- Pricing structure, including hourly rates and an estimated seasonal total.
- Documentation proving worker's compensation and general liability insurance.
- Three client references.

6. Evaluation Metrics: Proposals will be assessed on:

- Contractor's experience and credentials.
- Equipment quality and appropriateness.
- Snow removal and sanding/salting methodologies.
- Cost-effectiveness.
- Client references.

7. Contract Allocation: The Town of Lisbon retains the right to accept or decline any/all submitted proposals. The contract will be granted to the contractor whose proposal is most beneficial to the Town of Lisbon.

8. Contact Details: For more information or proposal submission:

Town Manager's Office Town of Lisbon P.O. Box 123 Lisbon, ME 04250 Phone: (207) 353-3000 Email: townmanager@lisbonme.org

Any questions or pre-bid meeting requests can be directed bids to Randy Cyr, Director of Public Works. Who can be reached at 353-3000 ext. 116 or by e-mail at rcyr@lisbonme.org



Town of Lisbon

Glenn Michalowski
Town Manager

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2027
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

Winter Park - Beech St/Hemlock St/Poplar Circle	4424
Kelly Park-Premier Drive, Champagne Lane & Wine	3300
Time	
TOTAL	25744
LISBON CENTER	
Rt. 196 -White Pines Apartments to Lisbon Credit Union	<u>3180</u>
TOTAL	3180
LISBON FALLS	
Canal St	1100
Rt. 196/South side Blethen to Capital	2290
Rt. 196/North side Blethen to Midtown Shopping Center	2285
Rt.9/East side Rt 196 to Frost Hill	125
Rt. 196/South side Davis to Main	335
Rt. 196/North side Bowdoin to Oak	3230
School/Both sides to RT. 196(to include crosswalks in Business Section)to Main St	2000
Plummer/West side Rt. 196 to Bauer St	900
Pleasant St/East side Rt. 196 to Royal	1030
Vining/West side School to South St	1030
Berry/East side School to South St	950
Berry/West side to South St	300
Middle/West side School	420
Union/Both sides Main to Rt. 196	800
Maple/South side Main to Avery	1030
High/North side Main to Enterprise	1580
Free/East side Maple to Hewey	2680
Main St/East side Huston to Rt. 196	4795
MainWest side Willard to Rt. 196	2120
Sparsam St	400
Rt. 196 North side Oak to Birch	<u>1133</u>
TOTAL	30533
GRAND TOTAL	59457



Town of Lisbon

Glenn Michalowski
Town Manager

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

Sidewalk and Crosswalk Snow Removal and Sanding/Salting for 2023-2024 Winter Season

1. Overview: The Town of Lisbon invites qualified contractors to submit proposals for snow removal and sanding/salting of sidewalks and crosswalks for the winter season, spanning from November 1, 2023, to April 30, 2024. The selected contractor will be responsible for providing the necessary equipment for snow removal, with the Town of Lisbon supplying the sand/salt.

2. Scope of Work:

- Snow removal should be in coordination with Lisbon Public Works to prevent interference with other snow clearance activities.
- The contractor should be available during the storm to support business owners and their patrons, which entails consistent monitoring and removal during and post-snowfall.
- **Contractors must specify a timeframe in which snow and ice will be cleared post-storm.** This timeframe should be realistic, allowing for effective and thorough clearing.
- Snow and ice must be cleared from sidewalks and crosswalks within the proposed timeframe after a snowfall event concludes. (including sanding/salting post storm)

Locations and Lengths:

<u>LISBON</u>	<u>Total Length - Feet</u>
St. Anne St. - Webster Rd. to Parking lot	950
Route 196 - Farwell St. to Crest Ave	300
Fillion Street	140
Gartley St - Village to Senior Village	355
Memorial St - both sides	200
Mill St - Route 196 to the Community School	1700
Rt. 196/North side Village St. to Bootleggers	900
Rt. 196/South Side Gartley St. to Kelly Park	3800
Spring Street	1100
Park Street	1000
Upland Rd - Webster Rd to Barker Brook	1900
Webster Road - Both Sides Rt.196 to Upland Rd to StAnn	625
Village Street - Both sides Rt 196 to Pinewoods Road	3550
Ferry Road	1500

CERTIFICATE OF LIABILITY INSURANCE

05/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com												
INSURER(S) AFFORDING COVERAGE													
INSURED FOUR SEASONS LANDSCAPE, LLC 56 Springer Farm Road Sabattus, ME 04280	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A: Hiscox Insurance Company Inc</td> <td style="width: 20%;">NAIC #: 10200</td> </tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>	INSURER A: Hiscox Insurance Company Inc	NAIC #: 10200	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: Hiscox Insurance Company Inc	NAIC #: 10200												
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY		Y		P100.825.338.2	12/30/2022	12/30/2023	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/>								MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/>								PERSONAL & ADV INJURY	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:								GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ S/T Gen. Agg.
	OTHER:								\$	
AUTOMOBILE LIABILITY									COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO								BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	<input type="checkbox"/>								\$
	<input type="checkbox"/>	UMBRELLA LIAB							EACH OCCURRENCE	\$
	<input type="checkbox"/>	EXCESS LIAB							AGGREGATE	\$
	<input type="checkbox"/>	DED	<input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Y / N	N / A				<input type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			<input type="checkbox"/>		E.L. EACH ACCIDENT	\$			
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$			
						E.L. DISEASE - POLICY LIMIT	\$			

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

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---------------------------	--



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
05/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	CONTACT NAME:		
	PHONE (A/C, No. Ext): 844-357-0403	FAX (A/C, No.):	
	E-MAIL ADDRESS: contact@hiscox.com		
	PRODUCER CUSTOMER ID:		
INSURED FOUR SEASONS LANDSCAPE, LLC 56 Springer Farm Road Sabattus, ME 04280	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hiscox Insurance Company Inc.		10200
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY		LIMITS	
A	<input type="checkbox"/>	PROPERTY	P100.825.338.2	12/30/2022	12/30/2023	<input type="checkbox"/>	BUILDING	\$	
	CAUSES OF LOSS					DEDUCTIBLES	X	PERSONAL PROPERTY	\$ 25,000
	<input type="checkbox"/>	BASIC				BUILDING	<input type="checkbox"/>	BUSINESS INCOME	\$
	<input type="checkbox"/>	BROAD				CONTENTS \$ 500	<input type="checkbox"/>	EXTRA EXPENSE	\$
	X	SPECIAL					<input type="checkbox"/>	RENTAL VALUE	\$
	<input type="checkbox"/>	EARTHQUAKE				<input type="checkbox"/>	BLANKET BUILDING	\$	
	<input type="checkbox"/>	WIND				<input type="checkbox"/>	BLANKET PERS PROP	\$	
	<input type="checkbox"/>	FLOOD				<input type="checkbox"/>	BLANKET BLDG & PP	\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
	<input type="checkbox"/>	INLAND MARINE	TYPE OF POLICY			<input type="checkbox"/>		\$	
	CAUSES OF LOSS		<input type="checkbox"/>				\$		
	<input type="checkbox"/>	NAMED PERILS	POLICY NUMBER			<input type="checkbox"/>		\$	
	<input type="checkbox"/>		<input type="checkbox"/>				\$		
	<input type="checkbox"/>	CRIME				<input type="checkbox"/>		\$	
	TYPE OF POLICY					<input type="checkbox"/>		\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN				<input type="checkbox"/>		\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
						<input type="checkbox"/>		\$	
						<input type="checkbox"/>		\$	

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CERTIFICATE OF LIABILITY INSURANCE

04/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cerity Services, Inc. P.O. Box 1389 Austin, TX 78767	CONTACT NAME: Underwriting Service Team PHONE (A/C, No, Ext): (844) 423-7489 FAX (A/C, No): E-MAIL ADDRESS: service@cerity.com														
INSURED Four Seasons Landscape LLC 56 Springer Farm Rd. Sabattus, ME 04280	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Employers Insurance Company of Nevada</td> <td>10640</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Employers Insurance Company of Nevada	10640	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Employers Insurance Company of Nevada	10640														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC69104P2022	04/15/2022	04/15/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

The following are excluded from coverage: 0

CERTIFICATE HOLDER

CANCELLATION

Four Seasons Landscape LLC
 Attention: Kevin Morrisette
 56 Springer Farm Rd
 Sabattus, ME 04280

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

kev51277@aol.com



P.O. BOX 1389
AUSTIN, TX 78767

Four Seasons Landscape LLC
Attention: Kevin Morrisette
56 Springer Farm Rd
Sabattus, ME 04280

Policy Number: WC69104P2022



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **ORDER 2023-177 Amendments to Chapter 14 General Assistance Maximums & Appendices *First Reading***
Date: September 19, 2023

Summary

The Municipality of Lisbon adopts the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2023-September 30, 2024. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305 (4).

This will be a Roll Call vote.

Recommendation

Adopt the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2023-September 30, 2024 as presented and set Public Hearing for October 3, 2023.

Attachments

1. 23-24 GA Maximums Reference Lewiston Auburn MSA
2. 2023 GA Maximums - Appendix A
3. 2023 GA Maximums - Appendix B
4. 2023 GA Maximums - Appendix C
5. 2023 GA Maximums - Appendix D, E, & F & Summary Sheet
6. 2023 GA Maximums - Appendix G
7. 2023 GA Maximums Memo

2023

General Assistance Maximums Reference Sheet-Lewiston/Auburn MSA

2024

Oct 1, 2023 to Sept 30, 2024

OVERALL MAXIMUMS (A)**Persons in Household**

1	2	3	4	5
\$853	\$925	\$1,186	\$1,543	\$1,870

Household of 6 = \$1,945

* Add \$75 for each additional person

FOOD MAXIMUMS (B)

Persons	Weekly	Monthly
1	\$67.67	\$291
2	\$124.42	\$535
3	\$178.14	\$766
4	\$226.28	\$973
5	\$268.60	\$1,155
6	\$322.33	\$1,386
7	\$356.28	\$1,532
8	\$407.21	\$1,751

Add \$219 per month for each + person

HEATING FUEL (E)

Month	Gallons	Month	Gallons
January	225	June – Aug	0
February	225	September	50
March	125	October	100
April	125	November	200
May	50	December	200

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

HOUSING MAXIMUMS (C)

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$165	\$709	\$195	\$838
1	\$171	\$737	\$211	\$908
2	\$220	\$944	\$271	\$1,165
3	\$291	\$1,249	\$353	\$1,518
4	\$351	\$1,508	\$428	\$1,840

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

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

MILEAGE RATE (G)

46 cents (\$0.46) per mile

FUNERAL MAXIMUMS (H)

Burial: \$1,475+; Cremation: \$1,025+

ELECTRIC (D)

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

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

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

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

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

2023-2024 GA Overall Maximums

Metropolitan Areas

Persons in Household					
COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	886	1,029	1,316	1,638	2,241
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	846	853	1,126	1,408	1,537
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,367	1,593	2,045	2,611	3,201
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219

Appendix A
Effective: 10/01/23-09/30/24

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,154	1,217	1,509	1,961	2,207
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	742	812	951	1,281	1,464
Franklin County	781	834	1,033	1,383	1,695
Hancock County	965	996	1,198	1,521	1,655
Kennebec County	879	899	1,120	1,470	1,587
Knox County	905	913	1,120	1,490	1,592
Lincoln County	1,004	1,013	1,282	1,582	2,069
Oxford County	873	878	1,072	1,514	1,761
Piscataquis County	752	810	1,000	1,326	1,598
Somerset County	810	851	1,098	1,430	1,532
Waldo County	1,041	1,047	1,256	1,558	2,132
Washington County	811	816	1,060	1,328	1,453

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

Appendix B

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

2023-2024 Food Maximums

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

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

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

2023-2024 GA Housing Maximums (Heated & Unheated Rents)

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

Non-Metropolitan FMR Areas

<u>Aroostook County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	134	577	169	726
1	139	598	185	794
2	156	672	216	929
3	218	940	292	1,256
4	243	1,044	333	1,434
<u>Franklin County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	143	616	178	765
1	144	620	190	816
2	175	754	235	1,011
3	242	1,042	316	1,358
4	296	1,275	387	1,665
<u>Hancock County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	191	821	221	950
1	191	821	228	979
2	222	956	274	1,177
3	285	1,227	348	1,496
4	301	1,293	378	1,625
<u>Kennebec County</u>				
Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	171	735	201	864
1	171	735	205	882
2	204	878	256	1,099
3	274	1,176	336	1,445
4	285	1,225	362	1,557

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102

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

Metropolitan FMR Areas

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

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

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	163	702	193	831
1	163	702	194	836
2	206	884	257	1,105
3	259	1,114	322	1,383
4	273	1,175	351	1,507
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	284	1,223	314	1,352
1	327	1,405	366	1,576
2	419	1,803	471	2,024
3	539	2,317	601	2,586
4	660	2,839	738	3,171
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	185	794	215	923
1	216	930	256	1,101
2	260	1,118	311	1,339
3	364	1,563	426	1,832
4	432	1,857	509	2,189
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	235	1,010	265	1,139
1	239	1,029	279	1,200
2	295	1,267	346	1,488
3	388	1,667	450	1,936
4	429	1,845	506	2,177
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	275	1,183	305	1,312
1	280	1,205	320	1,376
2	370	1,592	422	1,813
3	511	2,195	573	2,464
4	654	2,813	731	3,145

2023-2024 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2023 to September 30, 2024.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<p>NOTE: For each additional person add \$75 per month.</p> <p>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</p>						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00
<p>NOTE: For each additional person add \$219 per month.</p>		

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i> , should be inserted here.)				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

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

APPENDIX E - HEATING FUEL

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

FOR MUNICIPAL USE ONLY

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

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2023-2024 Mileage Rate

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

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

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: August 28, 2023
Subject: New GA Maximums for October 1, 2023

Enclosed please find the following items:

- MMA's new (October 1, 2023–September 30, 2024) **“General Assistance Ordinance Appendices”** (A – H).
- Recovery Residence Housing Maximums (October 1, 2023-September 30, 2024)
- **“GA Ordinance Adoption Form”** which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **ORDER 2023-178 Tax Abatement for 406 Ridge Road**
Date: September 19, 2023

Summary

Property owners were being assessed for 15 acres of property, the actual acreage is 1/2 acre. The Assessor can abate up to 1 year but the Municipal Officers can abate up to 3 years from the date of Commitment.

Recommendation

Approve Abatement of Taxes for 406 Ridge Road for 2021-22 tax year \$893.73 and for 2022-23 tax year \$934.17.

Attachments

1. Abatement Law
2. Jordan Abatement

§841. Abatement procedures

1. Error or mistake. The assessors, either upon written application filed within 185 days from commitment stating the grounds for an abatement or on their own initiative within one year from commitment, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A.

The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A. The municipal officers may not grant an abatement to correct an error in the valuation of property. [PL 2017, c. 367, §7 (AMD).]

2. Hardship or poverty. The municipal officers, or the State Tax Assessor for the unorganized territory, within 3 years from commitment, may, on their own knowledge or on written application, make such abatements as they believe reasonable on the real and personal taxes on the primary residence of any person who, by reason of hardship or poverty, is in their judgment unable to contribute to the public charges. The municipal officers, or the State Tax Assessor for the unorganized territory, may extend the 3-year period within which they may make abatements under this subsection.

As used in this subsection, "primary residence" means the home, appurtenant structures necessary to support the home and acreage sufficient to satisfy the minimum lot size as required by the municipality's land use or building permit ordinance or regulations or, in the absence of any municipal minimum lot size requirement, as required by Title 12, section 4807-A.

Municipal officers or the State Tax Assessor for the unorganized territory shall:

- A. Provide that any person indicating an inability to pay all or part of taxes that have been assessed because of hardship or poverty be informed of the right to make application under this subsection; [PL 2013, c. 424, Pt. A, §24 (RPR).]
- B. Assist individuals in making application for abatement; [PL 2013, c. 424, Pt. A, §24 (RPR).]
- C. Make available application forms for requesting an abatement based on hardship or poverty and provide that those forms contain notice that a written decision will be made within 30 days of the date of application; [PL 2013, c. 424, Pt. A, §24 (RPR).]
- D. Provide that persons are given the opportunity to apply for an abatement during normal business hours; [PL 2013, c. 424, Pt. A, §24 (RPR).]
- E. Provide that all applications, information submitted in support of the application, files and communications relating to an application for abatement and the determination on the application for abatement are confidential. Hearings and proceedings held pursuant to this subsection must be in executive session; [PL 2013, c. 424, Pt. A, §24 (RPR).]
- F. Provide to any person applying for abatement under this subsection, notice in writing of their decision within 30 days of application; and [PL 2013, c. 424, Pt. A, §24 (RPR).]
- G. Provide that any decision made under this subsection include the specific reason or reasons for the decision and inform the applicant of the right to appeal and the procedure for requesting an appeal. [PL 2013, c. 424, Pt. A, §24 (RPR).]

[PL 2017, c. 273, §1 (AMD).]

3. Inability to pay after 2 years. If after 2 years from the date of assessment a collector is satisfied that a tax upon real or personal property committed to him for collection cannot be collected by reason of the death, absence, poverty, insolvency, bankruptcy or other inability of the person assessed to pay, he shall notify the municipal officers thereof in writing, under oath, stating the reason why that tax cannot be collected. The municipal officers, after due inquiry, may abate that tax or any part thereof.

[PL 1979, c. 73 (RPR).]

4. Veteran's widow or widower or minor child. Notwithstanding failure to comply with section 706-A, the assessors, on written application within one year from the date of commitment, may make such abatement as they think

proper in the case of the unmarried widow or widower or the minor child of a veteran, if the widow, widower or child would be entitled to an exemption under section 653, subsection 1, paragraph D, except for the failure of the widow, widower or child to make application and file proof within the time set by section 653, subsection 1, paragraph G, if the veteran died during the 12-month period preceding the April 1st for which the tax was committed.
[PL 2017, c. 367, §8 (AMD).]

5. Certification; record. Whenever an abatement is made, other than by the State Tax Assessor, the abating authority shall certify it in writing to the collector, and that certificate shall discharge the collector from further obligation to collect the tax so abated. When the abatement is made, other than an abatement made under subsection 2, a record setting forth the name of the party or parties benefited, the amount of the abatement and the reasons for the abatement shall, within 30 days, be made and kept in suitable book form open to the public at reasonable times. A report of the abatement shall be made to the municipality at its annual meeting or to the mayor and aldermen of cities by the first Monday in each March.

[PL 1987, c. 772, §16 (RPR).]

6. Appeals. The decision of a chief assessor of a primary assessing area or the State Tax Assessor shall not be deemed "final agency action" under the Maine Administrative Procedure Act, Title 5, chapter 375.

[PL 1979, c. 73 (NEW).]

7. Assessors defined. For the purposes of this subchapter the word "assessors" includes assessor, chief assessor of a primary assessing area and State Tax Assessor for the unorganized territory.

[PL 2001, c. 396, §15 (AMD).]

8. Approval of the Governor. The State Tax Assessor may abate taxes under this section only with the approval of the Governor or the Governor's designee.

[PL 1999, c. 521, Pt. A, §4 (AMD).]

SECTION HISTORY

PL 1973, c. 66, §15 (AMD). PL 1975, c. 765, §§14-A (AMD). PL 1977, c. 44, §1 (AMD). PL 1977, c. 479, §15 (AMD). PL 1977, c. 509, §16 (RPR). PL 1977, c. 694, §§688-692 (AMD). PL 1979, c. 73 (RPR). PL 1987, c. 70 (AMD). PL 1987, c. 772, §§15,16 (AMD). PL 1989, c. 508, §10 (AMD). PL 1991, c. 16, §1 (AMD). PL 1991, c. 16, §2 (AFF). PL 1993, c. 133, §1 (AMD). PL 1999, c. 521, §A4 (AMD). PL 2001, c. 396, §15 (AMD). PL 2005, c. 169, §1 (AMD). PL 2005, c. 218, §10 (AMD). PL 2011, c. 552, §1 (AMD). PL 2011, c. 624, §1 (AMD). PL 2013, c. 424, Pt. A, §24 (AMD). PL 2015, c. 300, Pt. A, §9 (AMD). PL 2017, c. 273, §1 (AMD). PL 2017, c. 367, §§7, 8 (AMD).

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.

MEMO TOWN OF LISBON

To: Lisbon Town Council
From: Amy Wiers, Assessing Assistant
Date: September 14, 2023
Re: ABATEMENT R04-021

It was brought to my attention on August 28, 2023 that property owners Frank and Patricia Jordan (R04-021, 406 Ridge Road) were being assessed for 15 acres but they only have .5 acre. When reviewing the property, it looks like the acreage was changed for the 2011 tax bill. This was an error.

The Assessor can abate up to 1 year but the Municipal Officers can abate up to 3 years from date of Commitment. We will include tax years 2021-22 and 2022-23 for the Council to sign to abate the taxes due.

Amy Wiers, Assessing Assistant
Awiers@lisbonme.org



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Water Commission – Councilor Fellows
Date: September 19, 2023

Summary

Recommendation

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **ORDER 2023-179** Land Use Enforcement Action - 71 Gould Road
Date: September 19, 2023

Summary

The Code Enforcement Officer having notified the Council of violations of the Zoning Ordinance by Charles H. Roberts at 71 Gould Road, Lisbon, I move that the Town Manager is authorized to institute an action against Mr. Roberts for land use violations in the name of the Town of Lisbon in Maine District Court.

Recommendation

To authorize the Town Manager to institute action against Mr. Charles H. Roberts for land use violations at 71 Gould Road.

Attachments

1. 2021-12-16 NOV
2. 2022-11-21 Administrative Consent Agreement - EXECUTED
3. 2023-06-09 Amendment to Administrative Consent Agreement - SIGNED
4. Memo to Town Council re 71 Gould 9-18-23



2170

**TOWN OF LISBON
CODE ENFORCEMENT
300 LISBON ST.
LISBON, ME 04250
TEL. 353-3000 Ext. 111 FAX 353-3007**

NOTICE OF VIOLATION

DATE: 12/16/21
TO: Charles H Roberts
P.O. Box 41
Sabattus, ME 04260

LISBON TAX MAP/LOT: **R02-043**
PROPERTY ADDRESS: 71 Gould Road, Lisbon Falls, ME 04252

Dear Mr. Roberts:

I have received several complaints concerning the outdoor storage that is occurring on the property located at the property referenced above. The zone in which the property is located is in a zone that does allow junkyards. The ordinance does, however, require that a conditional use permit be issued by the Planning Board. In addition, an annual license is required to be issued by the Town Council. If you wish to pursue this, please contact me immediately so that we can get the process started.

In the meantime, you are in violation of the following ordinances:

VIOLATION:

M.R.S.A. Title 30A §3751 as referenced in Lisbon's Zoning Ordinance, Section 70-41.,
Junkyard and Automobile Graveyards

CORRECTIVE ACTION REQUIRED: Bring lot into conformance with Maine's
Junkyard/Automobile Graveyard laws. To bring the property into conformance the
following needs to occur:

1. Remove unregistered or uninspected vehicles on property. The limit is two. Three or more constitutes an Automobile Graveyard. This includes any motorized vehicle as defined in M.R.S.A. 29A§101(42).
2. Remove or properly store those items that fall under the definition junkyard within the statute. §3752 states: "4. Junkyard. "Junkyard" means a yard, field or other outside area used to store, dismantle or otherwise handle:
 - A. Discarded, worn-out or junked plumbing, heating supplies, electronic or industrial equipment, household appliances or furniture.
 - B. Discarded, scrap, and junked lumber; and
 - C. Old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or nonferrous material.

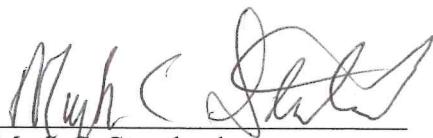
The violation must be abated, or plan of correction is required to be submitted by you to this office and a binding agreement be entered into no later than January 31, 2022. Failure to do so will cause this office to take further action.

The Town of Lisbon seeks your voluntary compliance with its laws. However, in the event you do not abate the violation(s), or enter into a binding agreement, by the specified date, the Town may turn this case over to a legal representative of the municipality to initiate a land use complaint pursuant to Rule 80-K of the Maine Rules of Civil Procedure and 30-A M.R.S.A. § 4452. A judgment from such a lawsuit in the Town's favor can result in a court order that any violation(s) be abated, the imposition of a civil penalty of **a minimum of \$100.00 and a maximum of \$2500 per violation assessed on a per-day basis**, and the **payment of court costs and the Town's legal fees.**

You may appeal this Notice and Order and request a hearing before the Lisbon Zoning Board of Appeals. The appeal shall be entered at the office of the building official within thirty (30) days of service of this Notice and Order. The appeal shall be submitted with a \$150 appeal fee. If you fail to appeal, you may be barred from any opportunity to contest or challenge the terms of this Notice and Order in any further legal or administrative proceedings.

Your prompt attention to this matter is advised to avoid legal action. It is our sincere desire to work with you in devising an implementation schedule for the correction of the violation(s). Please contact me at the Lisbon Town Office immediately if you have any questions. My email address is msstambach@lisbonme.org. I can also be reached by cell phone at 207-513-2095, or at the office at 207-353-3000 ext.111.

Respectfully,



Mark C. Stambach
Code Enforcement Officer, Building/Plumbing Inspector
Town of Lisbon

Cc: Diane Barnes, Town Manager
Copy to file

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees	
<input type="checkbox"/> Return	ROBERTS, CHARLES H 2170
<input type="checkbox"/> Return	P.O. BOX 41
<input type="checkbox"/> Certify	SABATTUS ME 04260
<input type="checkbox"/> Adult S	
<input type="checkbox"/> Adult Si	
Postage	\$
Total Post	\$
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	

TOWN OF LISBON

ADMINISTRATIVE CONSENT AGREEMENT

This Administrative Consent Agreement (hereinafter referred to as the "Agreement") is entered into by and between Charles H. Roberts (hereinafter referred to as the "Owner") and the **Inhabitants of the Town of Lisbon** (hereinafter referred to as the "Town").

WHEREAS, Owner owns a parcel of land in the Town identified on Town Tax Map R02 as Lot 043, located at 71 Gould Road, Lisbon Falls, Maine and described in a deed recorded in the Androscoggin County Registry of Deeds at Book 9780, Page 170 (hereinafter referred to as the "Property" ;

WHEREAS, Owner or Owner's tenant/invitee has caused or allowed the accumulation of discarded, worn-out or junked lumber, rubber debris, discarded scrap iron, steel and other ferrous and nonferrous materials and more than 2 unregistered/uninspected vehicles without having obtained an Automobile Graveyard and Junkyard Permit from the Town as required by the Town's Ordinance Section 70-614(c)(4) and 30-A M.R.S.A. § 3753;

WHEREAS, the Town's Code Enforcement Officer has been authorized by the municipal officers to prosecute the above violations as authorized by 30-A M.R.S.A. §4452(1)(C);

WHEREAS, pursuant to 30-A M.R.S.A. §4452(3)(A), the minimum penalty for a land use violation is \$ 100.00 and the maximum penalty is \$ 2,500.00. Such penalties may be assessed on a per-day basis; and

WHEREAS, both the Town and Owner wish to resolve the violations without litigation.

NOW THEREFORE, for the reasons set forth above, and in consideration of the mutual covenants and promises of the parties hereto, the Town and Owner agree as follows:

1. Owner shall pay to the Town for the above violations, a civil penalty in the amount of \$1000 on or before December 15, 2022.
2. In addition thereto, Owner shall pay to the Town the sum of \$200 toward the legal fees it has incurred in prosecuting the above violations.
3. Owner shall reduce the number of unregistered or uninspected vehicles on the property to no more than two by December 15, 2022. Three or more constitutes an Automobile Graveyard. This includes any motorized vehicle as defined in M.R.S.A. 29A§101(42).
4. Owner shall remove all discarded, worn-out or junked plumbing, heating supplies, electronic or industrial equipment, household appliances or furniture, discarded, scrap, and junked lumber; and old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or nonferrous material by December 15, 2022.
5. In consideration of the above, the Town relinquishes its right to bring an enforcement action against Owner, their successors and assigns based on the above-referenced violations to the extent they preceded the date of this Agreement.

6. Should the Owner commit any violation of the terms of this Consent Agreement, or otherwise violate the Town's Ordinance or 30-A M.R.S.A. § 3753, the Town may bring an immediate enforcement action and may pursue all available remedies, including per-day penalties dating back to the first day of the violation.

OWNER

Charles H Roberts

Print Name:

11-21-22

Date:

TOWN OF Lisbon

By:

[Signature]
Town Manager
Duly authorized

[Signature]
Town Clerk

Town of Lisbon
Tax Collection
300 Lisbon St
Lisbon, ME 04250
(207) 353-3000
Me!come

004593-0006 Pauline P 11/21/2022 04:07PM

MISCELLANEOUS

CODE-Fines (024G0V)
2023 Item: 024G0V
1.0 @ 1,200.00
CODE-Fines (024G0V) 1,200.00

Subtotal 1,200.00
CC Fee 30.00
Total 1,230.00

CREDIT CARD 1,200.00

Change due 0.00

Paid by: Charles H Roberts

Thank you for your payment
CUSTOMER COPY

TOWN OF LISBON
ADMINISTRATIVE CONSENT AGREEMENT

This Administrative Consent Agreement (hereinafter referred to as the "Agreement") is entered into by and between Charles H. Roberts (hereinafter referred to as the "Owner") and the **Inhabitants of the Town of Lisbon** (hereinafter referred to as the "Town").

WHEREAS, Owner owns a parcel of land in the Town identified on Town Tax Map R02 as Lot 043, located at 71 Gould Road, Lisbon Falls, Maine and described in a deed recorded in the Androscoggin County Registry of Deeds at Book 9780, Page 170 (hereinafter referred to as the "Property" ;

WHEREAS, Owner or Owner's tenant/invitee has caused or allowed the accumulation of discarded, worn-out or junked lumber, rubber debris, discarded scrap iron, steel and other ferrous and nonferrous materials and more than 2 unregistered/uninspected vehicles without having obtained an Automobile Graveyard and Junkyard Permit from the Town as required by the Town's Ordinance Section 70-614(c)(4) and 30-A M.R.S.A. § 3753;

WHEREAS, the Town's Code Enforcement Officer has been authorized by the municipal officers to prosecute the above violations as authorized by 30-A M.R.S.A. §4452(1)(C);

WHEREAS, pursuant to 30-A M.R.S.A. §4452(3)(A), the minimum penalty for a land use violation is \$ 100.00 and the maximum penalty is \$ 2,500.00. Such penalties may be assessed on a per-day basis; and

WHEREAS, both the Town and Owner wish to resolve the violations without litigation.

NOW THEREFORE, for the reasons set forth above, and in consideration of the mutual covenants and promises of the parties hereto, the Town and Owner agree as follows:

1. Owner shall pay to the Town for the above violations, a civil penalty in the amount of \$1000 on or before December 15, 2022.
2. In addition thereto, Owner shall pay to the Town the sum of \$200 toward the legal fees it has incurred in prosecuting the above violations.
3. Owner shall reduce the number of unregistered or uninspected vehicles on the property to no more than two by December 15, 2022. Three or more constitutes an Automobile Graveyard. This includes any motorized vehicle as defined in M.R.S.A. 29A§101(42).
4. Owner shall remove all discarded, worn-out or junked plumbing, heating supplies, electronic or industrial equipment, household appliances or furniture, discarded, scrap, and junked lumber; and old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or nonferrous material by December 15, 2022.
5. In consideration of the above, the Town relinquishes its right to bring an enforcement action against Owner, their successors and assigns based on the above-referenced violations to the extent they preceded the date of this Agreement.

6. Should the Owner commit any violation of the terms of this Consent Agreement, or otherwise violate the Town's Ordinance or 30-A M.R.S.A. § 3753, the Town may bring an immediate enforcement action and may pursue all available remedies, including per-day penalties dating back to the first day of the violation.

OWNER

Charles H Roberts

Print Name:

11-21-22
Date:

TOWN OF Lisbon

By: [Signature]

Town Manager

Duly authorized

[Signature]
Town Clerk

BRANN & ISAACSON
ATTORNEYS AND COUNSELORS AT LAW

MICHAEL E. CAREY | Partner
mcarey@brannlaw.com

June 9, 2023

Charles H. Roberts
P.O. Box 41
Sabattus, ME 04260

RE: Default of 71 Gould Road Consent Agreement and Offer of Amendment

Mr. Roberts:

I represent the Town of Lisbon (the “Town”) in the enforcement of the land use violations at your property located at 71 Gould Road, Lisbon Falls, Maine (the “Property”). It is my understanding that you do not have an attorney in this matter. If that is incorrect, or if that changes, please have your attorney contact me immediately. I encourage you to speak with an attorney.

Default of Consent Agreement

On November 21, 2022, you entered into the enclosed Administrative Consent Agreement (the “Consent Agreement”) with the Town regarding the Property, which among other things requires that,

“3. Owner shall reduce the number of unregistered or uninspected vehicles on the property to no more than two by December 15, 2022”; and that,

“4. Owner shall remove all discarded, worn-out or junked plumbing, heating supplies, electronic or industrial equipment, household appliances or furniture, discarded, scrap, and junked lumber; and old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap ferrous or nonferrous material by December 15, 2022.”

The Town agreed to extend the deadlines to May 15, 2023 but, as of the date of this letter, violations remain at the Property. Conditions initially improved slightly and are now worsening.

Lisbon Code Enforcement Officer, Mark C. Stambach inspected the Property with you on May 31, 2023, and took photos. He observed that the violations (“Violations”) have not been abated or corrected; the number of unregistered or uninspected vehicles on the Property has not been reduced as stated in Agreement No. 3 of the Consent Agreement and the materials listed in Agreement No. 4 of the Consent Agreement have not been removed.

Accordingly, the Town provides notice that **you are in default of the Consent Agreement** for failing to remedy the Violations at the Property by May 15, 2023. Under the Consent

June 9, 2023
Page 2

Agreement, Lisbon may now bring a lawsuit and seek per-day penalties dating back to the first day of the violation.

Lisbon's primary goal remains compliance with its ordinance. On May 31, 2023, you requested an additional 30 days to remedy the violations at the Property. In light of the ongoing Violations at the property, the Town would agree to the following amendment to the Consent Agreement:

- A. The Town will extend the deadline for initial full compliance until June 30, 2023;
- B. You agree that the property will remain free of the Violations from June 30, 2023 until at least June 30, 2024;
- C. You agree not to sell or transfer the Property without the Town's written consent, so long as the Consent Agreement is in effect;
- D. The Town agrees to not assess additional civil penalties so long as you comply with the terms above;
- E. You agree that if the Town determines that you have defaulted on any of the terms in A – C above, you shall pay the Town any unpaid attorney's fees that it has incurred to secure compliance at the Property since the first day of the violation; and,
- F. The Town will delay filing file suit, so long as you comply with the terms in A – C above.

If you agree to amend the Consent Agreement, on the terms outlined above, respond by June 16, 2023 with your signature on this letter. The Town will proceed with a lawsuit if I do not your written agreement by that date.

Unpermitted Driveway Creation

Additionally, Code Enforcement Officer Stambach observed that the Property has four driveways, three of which were created without a permit. The town requires that a permit be obtained for the installation of any new opening. **You must promptly seek a permit for the additional driveways.** Failure to do so will lead to additional enforcement action

Please contact me immediately with any questions, or have your attorney do so.

Very truly yours
BRANN & ISAACSON



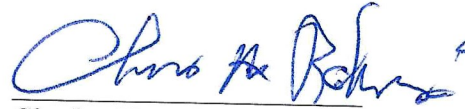
Michael E. Carey

MEC/ams
Enclosure: Consent Agreement

June 9, 2023
Page 3

SEEN AND AGREED:

NEED 5 RAIN DAY



Charles H. Roberts



Town of Lisbon

Mark Stambach
Code Enforcement Officer

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

September 18, 2023

Memo to Town Council regarding 71 Gould Road, Lisbon Falls, ME 04252

- December 16, 2021 Notice of Violation to Charles Roberts for junkyard and automobile graveyard violations at 71 Gould Rd., a property that he owns.
- On November 21, 2022, the Town and Mr. Roberts entered into an Administrative Consent Agreement. In the Agreement, Mr. Roberts agreed to remedy violations by December 15, 2022, to pay \$1,000 in civil penalty, and \$200 towards the Town's legal fees. He also agreed that if he violated the Consent Agreement that the Town could bring per-day penalties dating back to the first day of the violation.
- Mr. Roberts did not remedy the violations, and on June 9, 2023, the Town declared the Administrative Consent Agreement in default. The letter also gave Mr. Roberts notice that the property had three driveways that were created without a permit.
- On June 15, 2023, Mr. Roberts agreed to amend the Administrative Consent Agreement to extend the initial deadline for compliance until July 5, 2023; that the property would remain free of the Violations from June 30, 2023 until at least June 30, 2024; and that upon default he would pay the Town any unpaid attorney's fees that it has incurred to secure compliance at the Property since the first day of the violation.
- On August 2nd, after conversation with Melanie Alexander, the Assistant Town Manager, due to the extensive rain that had occurred, an extension was granted until August 21, 2023 to clean up. At that point if cleanup was not accomplished, the matter would be brought to Council at the first meeting in September to request permission for court action.
- On August 21, 2023, Mr. Roberts contacted me, asking to schedule an inspection after Labor Day. One was scheduled for September 5, 2023.
- On September 5, 2023, I observed a marked improvement in the front of the property, but a large amount of trash and debris still in the rear. The property remains in violation of the amended Administrative Consent Agreement.
- No permits have been pulled for any of the three driveways that were created without a permit. During the site visit on September 5, 2023, two of the openings had been blocked, but the one on the south end of the property remained. To date, no permit submission has been made.
- While Mr. Roberts has shown some cooperation, but over 21 months have passed and the property remains out of compliance with amended Administrative Consent Agreement, Town ordinance, and state law.
- The code violation are not on the basis of a permit or permission given by the town, they do not represent what may be termed an honest mistake by Mr. Roberts, and they do not represent circumstances beyond the control of Mr. Roberts.
- Staff seek compliance. The next step is to secure a judge's order and we seek the Council's authority to bring suit to receive such an order.
- Staff suggest that the Town's goal remains compliance. It should not subsidize a landowner's compliance; staff recommend seeking that any court order would pay its attorney's fees in full.
- Under the amended Administrative Consent Agreement, Town ordinance, and state law, \$64,200 as the minimum civil penalty for one violation since the date of the NOV. Because staff



Town of Lisbon

Mark Stambach
Code Enforcement Officer

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

suggest that the Town's primary goal should be compliance, we would seek a significantly lower penalty—particularly if Mr. Roberts meets the deadlines under a Consent order.

- Propose the following motion:

The Code Enforcement Officer having notified the Council of violations of the Zoning Ordinance by Charles H. Roberts at 71 Gould Road, Lisbon, I move that the Town Manager is authorized to institute an action against Mr. Roberts for land use violations in the name of the Town of Lisbon in Maine District Court.

Respectfully,

Mark C. Stambach
Code Enforcement Officer
Town of Lisbon



Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochele 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Update from County Commission**
Date: September 19, 2023

Summary

Commissioner Garrett Mason will give the Council and update on recent doings with the County Budget and Commission business.

Recommendation

Questions and concerns regarding the Commission's work should be addressed at this time.

Attachments

None

Town of Lisbon

Town Council

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

MEMO

To: Town Council / Glenn Michalowski, Town Manager
From: Samantha Bryant, Finance Director
Subject: Town Code Sec 92-5 Tax Acquired Property Inventory/Review
Date: September 12, 2023

Per Section 92-5 of Lisbon Town Code:

Within 90 days after the date upon which tax liens mature, the town manager shall develop an inventory of all town-owned property, together with any recommendations regarding the disposal of that property.

As requested by the Town Manager per above, below is a list of properties the Town owns through automatic foreclosure as of June 14, 2023. This would include tax and sewer liens through the sewer liens filed on December 14, 2022. The amounts owed below are as of August 30, 2023 (and includes 2024 property taxes that were not yet paid).

<u>Parcel No</u>	<u>Property Owner</u>	<u>Address</u>	<u>Tax Owed</u>	<u>Sewer Owed</u>	<u>Foreclosure Date</u>	<u>Foreclosure Reason</u>
U06-013	William Lemke	629 Lisbon St	9,168.05	788.97	6/21/2023	Unpaid Sewer Lien from Dec 2021

Recommendation: Sec 92-6 of Town Code requires all back taxes and fees to be paid to get out of foreclosure; Prior staff violated this policy by allowing property owners to only pay the lien amount that caused the foreclosure, which became an expectation, including for this property owner; recommend Council waive Section 92-6 and allow property owner to pay lien amount only to remove foreclosure with warning that this will not be allowed in the future;

<u>Parcel No</u>	<u>Property Owner</u>	<u>Address</u>	<u>Tax Owed</u>	<u>Sewer Owed</u>	<u>Foreclosure Date</u>	<u>Foreclosure Reason</u>
U15-038	Emmons Martin	5 Nason St	7,212.45	790.59	6/21/2023	Unpaid Sewer Lien from Dec 2021

Recommendation: Sec 92-6 of Town Code requires all back taxes and fees to be paid to get out of foreclosure; Prior staff violated this policy by allowing property owners to only pay the lien amount that caused the foreclosure, which became an expectation, including for this property owner; recommend Council waive Section 92-6 and allow property owner to pay lien amount only to remove foreclosure with warning that this will not be allowed in the future;

<u>Parcel No</u>	<u>Property Owner</u>	<u>Address</u>	<u>Tax Owed</u>	<u>Sewer Owed</u>	<u>Foreclosure Date</u>	<u>Foreclosure Reason</u>
U13-013	Susan Wile	7 Farnsworth St	6,240.54	645.57	6/21/2023	Unpaid Sewer Lien from Dec 2021
Recommendation: note in TRIO that property was already foreclosed on by USDA and that USDA has been paying sewer bill; recommend Solicitor do title search to verify this information; if USDA owns the property, the Town should make an effort to establish contact with them prior to any foreclosure proceedings;						

<u>Parcel No</u>	<u>Property Owner</u>	<u>Address</u>	<u>Tax Owed</u>	<u>Sewer Owed</u>	<u>Foreclosure Date</u>	<u>Foreclosure Reason</u>
U08-140	Lisa Knight	44 Huston St	3,564.18	781.56	12/7/2023	Unpaid Sewer Lien from June 2021
Recommendation: Council previously approved disposition of this property on 1/3/23 for older liens that caused foreclosure; Town sent notice of property sale to owner in Jan 2023 but no further action was taken; recommend sending new notice in line with LD 101 enacted this past summer;						



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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Advisory Board Revisions Discussion**
Date: September 19, 2023

Summary

In line with the 2023 Council Goals, the staff has been directed to examine and suggest modifications to the advisory board committee structure. Over time, the functions and operations of these committees have naturally evolved, causing a disparity between their present roles and what's stipulated in the ordinance. After deliberations on these proposed changes, the staff will make further adjustments as necessary and will be ready to present an updated ordinance at the October meeting. Affected Committees include Library, Recreation, and Technology.

Recommendation

Discussion prior to Ordinance changes.

Attachments

1. DIVISION_9.____TECHNOLOGY_COMMITTEE
2. Ordinance Amend_Library Board Sept 2023
3. Ordinance Amend_Rec Committee Sept 2023 A

DIVISION 9. TECHNOLOGY COMMITTEE

~~Sec. 2-554. Established; membership; appointment.~~

The Lisbon Technology Committee is hereby established. There are seven members appointed by and to serve at the pleasure of the town council for indefinite terms.

(T.M. of 4-3-2007, § 2007-39)

~~Sec. 2-555. Duties.~~

The Lisbon Technology Committee shall:

- ~~(a) Investigate and recommend the use of technology resources to improve communication opportunities throughout the entire business, educational and municipal community.~~
- ~~(b) Update and keep current the five-year technology plan.~~
- ~~(c) Meet on a periodic basis in order to consider design issues and make design recommendations that will ensure communication compatibility throughout the entire community.~~
- ~~(d) Investigate and determine specific technology needs of the business, educational and municipal community.~~
- ~~(e) Consult with users, draft written multi-year plans, and present annual budget estimates to implement the plans and outline and implement the needs of the municipal and school government.~~
- ~~(f) Meet at least annually in a public forum to review plans and seek citizen and business comment and input as to the technology needs of the community.~~

(T.M. of 4-3-2007, § 2007-39)

Sec. 2-457. Duties of the library director.

- (a) Provide administration for all library employees and personnel.
- (b) Under the direction of the town council and in consultation with the library governing board, oversee all library operations and the ~~deliver~~ delivery of library services.
- (c) Enforce and carry out all library operating policies and procedures.
- (d) Supervise and administer the library budget and monitor and approve all expenditures regarding purchases paid for library purposes.
- (e) Aid the library governing board in preparation of their annual budget.
- (f) Perform such other tasks and carry out such other duties relating to library services as may from time to time be assigned by the town council, through the town manager.

Sec. 2-547. Duties.

- (a) ~~Establish~~ Recommend operating policies and procedures for the all town library facilities for approval by the town council.
- (b) Serve as the general overseer of library operations ~~and to~~, supervise library personnel, and the delivery of library services and to provide recommendations to the town council on library operations, library personnel, and library services.
- (c) Prepare a recommended annual budget to be submitted to the town manager for inclusion in the overall Town of Lisbon Budget for consideration by the town council and in accordance with the provisions of section 18-38.
- (d) Monitor and approve all expenditures with regard to the library purchases in accordance with the provisions of section 18-38.
- (e) Recommend appropriate staffing for the library and to make grade level pay recommendations.
- (f) Perform such other tasks related to library services as may from time to time be assigned by the town council.

Sec. 18-31. Created.

- (a) *Jurisdiction.* ~~The administration of library board shall oversee and administer all library facilities under the jurisdiction of the town shall be under the direction of a library board as directed by the town council.~~
- (b) *Number, tenure and qualifications.* The library board shall consist of five members. All members shall be ~~elected at large~~ appointed by the Town Council. Each shall serve a three-year term running from town meeting to town meeting. Each member of the library board shall serve until his successor is ~~elected and qualified~~ appointed. All members of the board shall be residents of the town and registered voters within the town.

Sec. 18-32. ~~Nomination and election~~ Appointment of members.

Members of the library board shall be elected by secret ballot at the annual town meeting, following the same procedure for nomination and election as used for the office of council. In the initial year, however, the library board members shall be appointed to their initial terms by the town council. The town council shall consider, in making the appointments of members to the library board, a list of prospective members supplied by the boards of trustees of both libraries and members of the general public who wish to serve as members.

Sec. 18-33. Resignation and vacancies.

A member of the library board may resign at any time by giving written notice to the chairman of the town council or the town clerk. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by the town council. Should a vacancy in office occur, the town council shall appoint an individual to fill the portion of the term until the next annual town meeting, at which time any remaining portion of the term shall be filled by election in the same manner as those terms expiring at the annual town meeting. If the resignation occurs too close to the time of the annual town meeting to allow the nomination and election process to occur, the appointment by the town council shall be until the next following annual town meeting at which normal procedures and time frames for nomination and election can occur.

Sec. 18-34. Powers and duties.

The library board shall serve in an advisory capacity to the town council and shall advise and provide recommendations to the town council on the operation and administration of all town library facilities. The library board shall have the following powers and duties with regard to the administration and operation of town library facilities:

- (1) To establish recommend operating policies and procedures for all town library facilities for approval by the town council.
- (2) To serve as general overseer of library operations and to supervise, library personnel, and the delivery of library services and to provide recommendations to the town council on library operations, library personnel, and library services.
- (3) To prepare a recommended annual budget to be submitted to the town council for inclusion in the town overall budget and in accordance with the provisions of section 18-38.
- (4) To monitor and approve all expenditures with regard to library purchases in accordance with the provisions of section 18-38.
- (5) To recommend to the town council appropriate staffing for the town library facilities and to make grade level pay recommendations with regard to the specific levels that may be approved.
- (6) To perform such other tasks related to library services as may be assigned by the town council.

Sec. 18-36. Organization, quorum and rules of procedure.

The library board shall choose, at its first annual meeting ~~after the town meeting and election of members,~~ a chairman to preside over the meeting of the library board. A quorum shall consist of three of the five members of the board. The board may adopt such rules of procedures as it deems appropriate for the expeditious handling of its business. The board shall also elect from its ~~midst~~ members a secretary, who shall be responsible for keeping the minutes of all meetings of the library board. All meetings shall be open to the general public and subject to the

provisions of the Maine Freedom of Access Law. Minutes of all meetings shall be approved at the next subsequent meeting and copies forwarded to the town clerk's office and available for public inspection. Copies shall also be forwarded to the town council for their review.

Sec. 18-38. Budget and finance.

- (a) The library board and library director shall be responsible for preparing a recommended budget for submission to the town council on or before March 1 of each year. The recommended budget shall contain an estimated list of all sources of revenue and a listing of all anticipated and recommended expenditures on a line item basis in a format determined by and agreeable to the town council. Upon receipt of the budget, the town council will review the budget and shall be empowered to make such changes and amendments as it deems appropriate in including that budget as part of the annual town budget, for review by the advisory board and ultimately for action at the annual town meeting.
- (b) All expenditures made by or on behalf of the town for library expenses shall be reviewed by the library board and submitted to the town for inclusion on town warrants for final approval by the town council prior to payment.

Ordinance Amendments:

Sec. 2-446. Public meetings; approval of programs.

- (a) The Parks and Recreation Department, ~~with the approval of~~ in consultation with the Lisbon Parks and Recreation Committee, shall hold periodic public meetings where it shall seek the opinions and ideas of the townspeople for new or expanded programs and facility.
- (b) Department programs shall be ~~approved~~ reviewed by the Lisbon Recreation Committee. ~~and approved by the town council.~~

Sec. 2-448. Duties of recreation director.

- (a) Administer a comprehensive municipal recreation program ~~as determined by~~ in consultation with the parks and recreation committee and as determined by the town council.
- (b) Maintain in good and safe condition and improve the condition of all recreational areas designated as such by the town council ~~and/or recreation committee.~~
- (c) Supervise the recreational use of all parks, playgrounds, play fields, recreational centers, ball diamonds, trails, gardens and such other recreational areas and facilities as may be made available to carry out the town's comprehensive recreation program.
- (d) Serve as staff to the recreation committee.
- (e) The director of the Park and Recreation department shall prepare an annual budget, which shall be reviewed by the ~~Lisbon Recreation Committee~~ parks and recreation committee, submitted to the town manager, and included in the annual town budget to be considered by the town council.
- (f) Perform all other duties required by Town Charter, town ordinances, state law or as may from time to time be requested by the town manager and/or town council.

Sec. 2-550. Established; membership; appointment.

The Lisbon Parks and Recreation Committee is established as an advisory committee to provide advice and recommendations to the town council on the operation and administration of the Lisbon Parks and Recreation Department and Parks and Recreation Department programming. The committee shall consist of **seven five** members ~~and two alternates~~. The members shall be appointed by the town council for the staggered terms of three years.

Sec. 2-551. Duties.

The Lisbon Parks and Recreation Committee shall advise and make recommendations to director ~~the town council on the following matters:~~

- (a) ~~Approve recreation~~ Recreation department programs;
- (b) ~~Approve recreation~~ Recreation department administration;
- (c) ~~Approve the~~ The holding of public meetings by the parks and recreation department on new or expanded programs and facilities; and
- (d) ~~Review the~~ The annual budget of the recreation department.

Related Council Rules & Policies Revisions:

Sec. 74-93. - Public meetings; approval of programs.

- (a) The parks and recreation department, ~~with the approval of~~ in consultation with the Lisbon Recreation Committee, shall hold periodic public meetings where it shall seek the opinions and ideas of the townspeople for new or expanded programs and facility.
- (b) Department programs shall be ~~approved~~ reviewed by the Lisbon Parks and Recreation Committee ~~and approved by the town council.~~

Sec. 74-226. – Established; membership; appointment.

The Lisbon Parks and Recreation Committee is established as an advisory committee to provide advice and recommendations to the Director town council on the operation and administration of the Lisbon Recreation Department and Recreation Department programming. The committee shall consist of ~~seven~~ 5 members ~~and two alternates.~~ The members shall be appointed by the town council for the staggered terms of three years.

Sec. 74-227. - Duties.

The Lisbon Parks and Recreation Committee shall advise and make recommendations to the Parks and Recreation Director town council on the following matters:

- (a) ~~Approve recreation~~ Recreation department programs;
- (b) ~~Approve recreation~~ Recreation department administration;
- (c) ~~Approve the holding~~ Holding of public meetings by the recreation department on new or expanded programs and facilities; and
- (d) ~~Review the~~ The annual budget of the recreation department.



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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **ORDER 2023-180 Appointment of Tax Assessor**
Date: September 19, 2023

Summary

The Council is requested to review and confirm the Town Manager's appointment of Amy Wiers for the position of Tax Assessor, effective September 19, 2023. Mrs. Wier's qualifications, experience, and dedication make her a suitable candidate for this vital role. Confirming her appointment will ensure a smooth transition and continued excellence in the tax assessor's office. We highly recommend the Council's positive consideration of this appointment.

Recommendation

To Confirm the Town Manager's Appointment of Amy Wiers as Tax Assessor, Effective September 19, 2023.

Attachments

None