

## **Lisbon Development Committee**

### **AGENDA**

**October 20, 2021**

**6pm**

Town Hall

Available live on Town Hall Streams at: [https://townhallstreams.com/towns/lisbon\\_me](https://townhallstreams.com/towns/lisbon_me)

\_\_\_\_ Angie D'Amours    \_\_\_\_ Don Fellows    \_\_\_\_ Zach Henderson    \_\_\_\_ Chris Huston  
\_\_\_\_ Fern Larochelle    \_\_\_\_ Chris Rugullies    \_\_\_\_ Janice Sargent    \_\_\_\_ Lisa Ward  
\_\_\_\_ Mary Will    \_\_\_\_ Dean Willey

1. Call to Order
2. Roll Call
3. Light Pole Banner Designs
4. Committee Remote Meeting Policy & Membership
5. Market Analysis Consumer Survey Update and Promotion
6. Parking Study Update
7. Worumbo Visioning Update
8. Review and Comments on New Worumbo Visioning Website
9. Adjourn



## LISBON DEVELOPMENT COMMITTEE MEETING MINUTES

September 22, 2021

Lisa Ward  
Don Fellows  
Mary Will  
Fern Larochelle  
Chris Huston  
Chris Rugullies  
Zach Henderson  
Angela D'Amours

1. **CALL TO ORDER:** The Chair, Mrs. Ward called the meeting to order at 6:05PM.
2. **ROLL CALL:** Regular members present were Lisa Ward, Don Fellows, Mary Will, Fern Larochelle, Chris Huston, Chris Rugullies, Zach Henderson and Angela D'Amours arriving at 6:35pm. Also present was Diane Barnes, Town Manager; Brett Richardson, Economic and Community Development Director; Councilor Normand Albert, Curtis Lunt, Planning Board Vice Chair and Shaun Carr, Planning Board Member. There were 12 citizens in the audience.

### 3. **STAFF UPDATE:**     **A. Digital Advertising Academy**

Mr. Richardson said on October 20, 2021 they are starting a free, in person, Digital Advertising Academy for local business' with Lead Instructor Shannon Kinney from Dream Local Digital, which will be held at the New Moxie Hub (Mason Hall) at 5 Oak Street, Lisbon Falls. These sessions will be held once a month over the Fall and Winter months. He stated there is also a Bonus Holiday Prep Session called "Digital Marketing During the Holiday Season" via Zoom on Thursday, September 30<sup>th</sup> at 11:00AM. He said you can go to [www.lisbonmoxie.org](http://www.lisbonmoxie.org) to learn more and to register.

### **B. Entrepreneurship Initiative**

Mr. Richardson said on Wednesday, September 29, 2021 at 8:00AM at the Moxie Hub there will be a Guest Speaker, Dr. Matt Wagner, speaking about Entrepreneurship Initiatives. Treats from "Sweet Cakes Bake Shop" will be served.

### **C. Façade Grant Opportunity**

Mr. Richardson stated the Town of Lisbon has funding available to help local businesses and commercial property owners to spruce up building exteriors in downtown areas with fresh paint, signage, siding, lighting, windows and general repairs. If interested contact Mr. Richardson at [brichardson@lisbonme.org](mailto:brichardson@lisbonme.org) or call 353-3000 Ext. 122.

### 4. **Worumbo Visioning Process Overview –**

Councilor Fellows shared some things that had happened recently with the Council regarding the Worumbo site. Town Council allocated \$15,000 for professional services in March 2021. In May of 2021, Economic Development went out to seek \$808,000 commitment for a \$202,000 match for a Northern Border Economic Infrastructure Grant to facilitate that development on four subdivided lots. He said it did not get approved. In October 2020 an elevation study was done to determine what land was usable in or out of flood plain levels. Mrs. Ward said that the Public Works Department has worked hard to bring that area above flood plain levels and a new black fence was installed to allow for viewing the water.

Mr. Richardson stated that starting in August 2020, there have been three public meetings, one site walk, two surveys, conceptual site plan designs and communications with the LDC (Lisbon Development Committee) over the last year regarding this area and have brought action items to the Town Council eight times for approval. He also shared that the Town has already had an environmental assessment done and it was revealed that there is very little contamination and therefore the sight has no limitations for development.



**5. Lisbon Market Analysis Overview (Staff)**

Mr. Richardson said on September 7<sup>th</sup>, the Town Council awarded a bid to the Chesapeake Group, Howard Cone, to do a Market Study of what the demands will be in the community and regionally and to understand what the opportunity here is for both residential and commercial, so the Town can understand housing here, who's moving to Lisbon and what are they looking for for housing and their retail wishes and what are the opportunities are for the Worumbo site. He said there will be a survey going out to the community to determine these things as well. He stated that from the marketing studies and surveys, the Town will be able to pick a couple preliminary commercial, residential and recreational development scenarios. Mr. Cone, in his study, looked at data out to 2030 based on keeping a status quo of our relationship to other communities in the region, assuming that the region grows as well as Lisbon. The study shows Lisbon will need 216 to 253 housing units if we do not try to grow our market share and an additional 36,000 square feet of retail and service space with an 11.7 million dollars in spending. Mrs. Ward stated the packet information is available online under the Economic Development Department, then click on Lisbon Development Committee.

**6. Worumbo Redevelopment Public Input Process Review (Chair)**

Mrs. Ward stated the Committee will be meeting monthly and reviewing surveys and information as they go. Mr. Richardson stated that these meetings will be open to the public and he will notify business' as well as community members through emails, and our website. Mr. Fellows said the Committee needs to work harder at getting the surveys and information out to all community members and business'. Mrs. Ward said doing a mailing is in the back of their minds, but they also have to keep an eye on their budget and mailings can be quite expensive. The committee is working on many different ways to get this information out there. Mr. Richardson stated that a webpage might be more accessible than the Town Website a direct mailing and yard signs might be things to look at.

Mrs. Ward stated as part of the packet tonight, there are two questions that community members and business' can answer which would give further insight as to what people are hoping to happen and also an issued regarding the zoning requirements for the Worumbo site. Councilor Fellows stated the area is currently zoned Village area which allows two family dwellings, home occupations, planned developments, child care centers among others. Councilor Fellows said if the Town wants it to be more specialized in what's allowed there, it either has to have an overlay put on it or be rezoned.

**7. Audience Participation & Public Comment – Worumbo Redevelopment Public Input Process Review**

Cliff Miller, recent owner of 85 Main Street, Lisbon Falls asked how the last survey that brought in 300 replies was presented and how were people notified of it. Mrs. Ward stated it was an on-line survey from Survey Monkey. Mr. Richardson said people were notified through social media and an email distribution list. Mr. Miller recommended using the School's Websites and local business' to get information out to the community and shortening the surveys since statistically people stop answering questions after three questions and also recommended a specific website for this issue alone to make it easier for people to get to.

Sandra Harkins of the Railroad Restaurant & Pub, Lisbon stated her business is directly adjacent to the Worumbo Site and is concerned about what will go in there specifically if it's a building that is several levels high. She wanted the Town to be careful on what they develop and what they are losing. She has heard concerns at her restaurant about resident's decrease of property taxes. Mrs. Ward stated the Committee works hard at being entirely transparent with this process and making sure everyone is aware of what's happening and the results and asked Ms. Harkins for suggestions on how to reach these people and get input from them.

Mr. Henderson stated the Public was invited to the prior meetings regarding the Flood Plain levels and the process needed to fix those and the information is on the Website and also wanted to make everyone aware and repeat the fact that the Town of Lisbon is not developing the site but only owns it and will not be putting in millions of dollars to develop, but will be looking for partners to do that and the community has an opportunity to shape what might be there. Mr. Richardson stated that along with the Marketing



Analysis, the Council approved a parking study of that area on June 22, 2021 to get a sense of what type of impacts different types of development would have down there and how much parking would be required and the idea that this process would lead to a request for qualifications for a developer.

Martha Poliquin, a resident of Lisbon, asked the Committee about the three acres referred to on the different scenarios and wondered if that will be left as green space and could there be more or less and what is the percentage of the compared to the entire property. Ms. Poliquin also asked for information to go out to the community as a mailing since a lot of the community is not on social media etc, in addition to other means that they're doing now. Mr. Richardson stated of the three scenarios there is a least three acres of greenspace. The first scenario is a single stand alone building with about four acres. The second scenario is roughly 40 units of residential and about 8,000 square feet of commercial, that consumes about 27% of the site in development and the rest is greenspace. The third scenario, which is a taller building with reduced parking requirements with 64 units of residential, 14,000 square feet of commercial which is 30% of the site in development.

Kevin Kimball, a resident of Lisbon Falls, suggested changing the survey to give residents a chance to choose just one scenario, not two and asked if the Chesapeake Group would do an equal analysis of the green space. Mr. Richardson stated the data market analysis will be a traditional market analysis looking at population trends, new evolution, new growth in the region and boil it down to the Town that will be informed by a consumer survey of 50 questions that they will work on shortening for residents. Once that analysis is done by Howard Cone. The results will be shared with the community in December, giving residents a chance to ask questions and give feedback. In January of 2022, another survey will go out to residents with a range of options. Mr. Richardson said if the majority of the community wants to see green space, that will rise to the top, if they want more development, that will rise to the top. The results will then be given to Mr. Cone to put together a business plan for both models.

Ray Robishaw, a resident of Lisbon requested there be no influencing from the Committee when they send out this information and surveys. Councilor Fellows clarified what he is saying is the survey should not be slanted in any direction and stated that is their goal.

Curtis Lunt suggested the survey be shortened because if you have too many questions, you diminish the results and nothing gets a majority.

Jo-Jean Keller, a resident of Lisbon Falls said she is impressed with the passion and interest in the process which makes it critical for the Town to be transparent around the planning and communication and work very hard to get the information out to everybody.

Brendan Stackhouse, Lisbon resident spoke about his concerns with the intersection near the Worumbo Site. He goes through that intersection at least 6 times a day and stated it is busy all day. He said adding anything to that site that would increase traffic would not be a good idea. Mrs. Ward agreed the intersection is busy and reminded Mr. Stackhouse of the Traffic Study that is being done to address that issue.

Councilor Normand Albert, a resident of Lisbon Falls recommended using the School Departments dialer they used for Snow Days during COVID to get the information out regarding Worumbo as well as using election day as a way to engage the community with a couple questions. Councilor Albert recommended when the review from Chesapeake Group is presented in January that it be recorded for all to be able to view. He thanked the Committee for their hard work.

Councilor Larochelle thanked everyone for coming, including the three potential Town Councilors.

## **8. Committee Recommendation – Worumbo Redevelopment Public Input Process Review**

Mrs. Ward stated what she heard from residents tonight is as follows:

- For the Committee to look for questions that are not going to slant the answers
- To clarify so people can visualize
- Market and campaign the Worumbo Site to gain interest in the larger community for different ideas
- Make sure that communication and transparency are a priority

Mrs. Ward reminded residents if they have any further comments or feedback to email Mr. Richardson at [brichardson@lisbonme.org](mailto:brichardson@lisbonme.org) or call him at 353-3000 Ext. 122 or Mrs. Ward at [lward@lisbonme.org](mailto:lward@lisbonme.org). Councilor Fellows said residents could email him at [dfellows@lisbonme.org](mailto:dfellows@lisbonme.org) or Councilor Larochelle at [clarochelle@lisbonme.org](mailto:clarochelle@lisbonme.org) as well.

**9. Adjourn** – The meeting adjourned at 7:55pm



# REMOTE MEETING PARTICIPATION POLICY

## Lisbon Development Committee for the Town of Lisbon, Maine

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Lisbon Development Committee (herein also known as the **LDC**) adopts the following policy to govern the participation, via remote methods, of members of the committee and the public in the public proceedings or meetings of that body.

Members of the **LDC** are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the entire body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location.

The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will decide in as timely a manner as possible under the circumstances whether remote methods of participation are necessary. A member who is unable to attend a meeting in person shall notify the Chair or presiding officer of the body as far in advance as possible. Every attempt shall be made by that member to notify the Chair or presiding officer of remote meeting necessity at least one full week (7days) in advance of the planned meeting date.

A member of the **LDC** who participates remotely will be considered present for purposes of a quorum and voting. A quorum of this committee consists of 4 of the seven regular members and does not include associate members. The member(s) who are unable to physically attend shall have been granted remote meeting authorization by the Chair or presiding officer prior to the commencement of the subject meeting and such will be noted during roll call.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation may not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person and to participate as is allowed for all meetings conducted in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access

the meeting. Notice will also identify a location where the public may attend the meeting in person.

The LDC will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance. During periods of remote member participation, a method for members of the public to comment remotely by electronic means shall be provided in addition to the availability of an in-person participation opportunity as is normal. **Remote input from the public shall be by e-mail to a designated address which will be provided in the meeting notification itself and on the agenda.** All conditions shall be noted in all meeting documents and materials in advance of the meeting.

The LDC will make all documents and materials to be considered by the body available electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using any remote methods shall be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.

This policy will remain in force indefinitely unless amended or rescinded.

Adopted after Public Hearing \_\_\_\_\_ by The Lisbon Development Committee  
(Date)

\_\_\_\_\_  
Lisa Ward – Chair

\_\_\_\_\_  
Regular Member – Print and Signature

\_\_\_\_\_  
Regular Member Print and Signature

\_\_\_\_\_  
Regular Member Print and Signature

The development of this policy is the result of a review of a recent memo from Brann Isaccson regarding the development of Remote meeting policies; a subsequent review by Dan Stockford (our Town Attorney) of a remote meeting document developed for the Town Council and of consideration of the following which are the statutory requirements sited in the document for posting and conducting remote meetings in Maine as of 2021.

The first item is the actual legislative bill approved in June as an emergency measure. It has not yet been incorporated in the official listing of statutes for the state. (Note: As mentioned in the requirements, Sub section 2 C covers committees such as the LDC). The second is from the statute listings. Both are from Title 1 of the revised statutes.



## **§403-B. Remote participation in public proceedings**

**1. Remote participation.** This section governs remote means of participation in public proceedings of certain public bodies. For the purposes of this section, "remote means" includes participation by telephonic, video, electronic or other similar means of communication.

**2. Requirements.** Notwithstanding section 403-A, subsection 1, a public body described in section 402, subsection 2, paragraph B, C or D may allow members of the body to participate in a public proceeding using remote means under the following conditions:

**A.** After notice and hearing the body has adopted a written policy governing how the members of the body who are not physically present may participate in a public proceeding of that body. The policy may allow the public to attend and observe using remote means;

**B.** Each member of the body who is participating in the public proceeding must be able to hear and speak to all other members and must be heard by the members of the public attending and observing the public proceeding during the public proceeding;

**C.** Notice of the proceeding must be provided in accordance with section 406;

**D.** If the body determines that the public may attend a public proceeding of the body using remote means, all members of the public must be able to hear, or see and hear, all members of the body and any other speaker. The notice provided in accordance with section 406 must inform members of the public of the method by which they may attend remotely. Unless attendance by the public is only by remote means, the notice must also identify a location for members of the public to attend in person; and

**E.** All votes taken during the public proceeding must be taken by roll call vote.

## **SUMMARY**

This bill authorizes municipal, county and school boards to adopt a policy allowing members of the body to participate remotely in a public proceeding. It extends the same authority to the University of Maine System, Maine Maritime Academy, the Maine Community College System and other state and regional boards and commissions.

Under the policy, a public body may allow the public to attend and observe via remote means. If the public may attend remotely, the notice of the public proceeding must inform the public how to attend remotely. Unless the only way for the public to attend is by remote means, the notice must also identify the location where the public can attend in person.

## **I MRSA §406. Public notice**

Public notice shall be given for all public proceedings as defined in [section 402](#), if these proceedings are a meeting of a body or agency consisting of 3 or more persons. This notice shall be given in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency concerned. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceeding. [PL 1987, c. 477, §4 (AMD).]

The LDC consists of 7 Regular members (town council members are not excluded) and several associate members. The Town website also lists an “Alternate” member. Here is the list:

**LDC Members:**

Lisa Ward	regular	active
Mary Will	regular	active
Zach Henderson	regular	active
Chris Huston	regular	active
Angie D’Amours	regular	expired
Janice Sargeant	associate	active
Dean Willey	associate	active
Chris Rugullies	alternate	active
Don Fellows	regular/councilor	active
Brett Richardson	ECD Director	
Normand Albert	Secondary Council Liaison	

This list shows we have four active members of the committee.

- We need to update Norm Albert to Primary Council Liaison.
- Council will need to give us a Secondary Council Liaison, we can request.
- Angie D’Amours needs to be approved by council for another term & sworn in (if not already done).
- We need to resolve the Alternate designation for Chris Rugullies—that should read Associate and needs to be corrected on Town website. See next item.
- We need to upgrade Janice Sargeant, Dean Willey & Chris Rugullies from Associate to Regular members.
- We need to seek Associate members to fill the vacancies.

This will allow the Clerk to update her records correctly and allow us to accept new associate members.