



## TOWN COUNCIL MEETING MINUTES DECEMBER 4, 2018

Normand Albert, At Large 2018  
Kasie Kolbe, District 1 2018  
Allen Ward, District 2 2018  
Christopher Brunelle, At Large 2019  
Mark Lunt, District 1 2019  
Kris Crawford, District 2, 2019  
Fern Larochelle, At Large 2020

**CALL TO ORDER.** The Town Clerk, Twila Lycette, called the meeting to order at 7:00 PM. The Town Clerk led the pledge of allegiance to the flag.

### INAUGURATION OF ELECTED OFFICIALS

Mrs. Lycette welcomed everyone to the Town Council's 13<sup>th</sup> annual organizational meeting that's held on the first Tuesday after the first Monday in December. She said 4,020 ballots were cast on November 6 resulting in the following candidates being elected and sworn into office:

Council At Large: Norman Albert with 3,269 votes  
Council District 1: Kasie Kolbe with 1,544 votes  
Council District 2: Allen Ward with 1,647 votes

Two School Committee Members:  
Kathi Yergin with 1,944 votes & Kimberly Labbe-Poisson with 1,608 votes

Water Commission Member: Marie Hale with 3,290 votes

### ELECTION OF COUNCIL CHAIRMAN

**(VOTE 2018-254)** Councilor Ward nominated Councilor Albert for Chairman. Councilor Ward nominated Councilor Larochelle for Chairman. The Council voted by paper ballot. 4 votes were for Councilor Albert; 3 votes were for Councilor Larochelle. Councilor Albert was duly elected Chairman for the ensuing year.

*Note for reference only: Term Limit. No member of the Town Council shall be eligible for election as Chair or Vice-Chair for more than two consecutive one-year terms. For purposes of this section, election to an unexpired term of less than six (6) months shall not be considered a term.*

### ELECTION OF COUNCIL VICE CHAIRMAN

**(VOTE 2018-255A)** Councilor Albert nominated Councilor Larochelle for Vice Chairman. Councilor Kolbe nominated Councilor Crawford for Vice Chairman. The Council voted by paper ballot. 4 votes were for Councilor Crawford. 3 votes were for Councilor Larochelle. Councilor Crawford was duly elected Vice Chairman for the ensuing year.

The Town Clerk passed the gavel to Councilor Ward, congratulated him, and thanked everyone for attending the Inauguration of Elected Officials portion of the meeting.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, Crawford, and Larochelle. Also present were Marc Hagan, Police Chief; and approximately 7 citizens in the audience.

### GOOD NEWS & RECOGNITION

Councilor Larochelle said it was a very successful Merry Main Street this past weekend. There were a lot participating in this event this year. He thanked the businesses downtown on Main Street for being open and for

their participation. He thanked the community for supporting it and the department heads who attended. He said he saw Chief Hagan there. He thanked everyone who was involved. He mentioned this event would get bigger as time goes on.

Councilor Larochelle congratulated the Chair and Vice Chair and wished them well this year. Councilor Albert recognized the outgoing Chairman, Councilor Ward who has served most admirably along the way. He set some goals for the Council over the last two years, which is a testament to his leadership and strong guidance that the Council is where it is at right now. He said hats off to you Councilor Ward; nice work.

## **PUBLIC HEARING**

### **A. LIQUOR LICENSE FOR WALT'S PLACE**

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

### **B. SPECIAL ENTERTAINMENT PERMIT COOMBS MOUNTFORT AMERICAN LEGION POST #158**

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

## **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE**

## **CONSENT AGENDA**

**VOTE (2018-256)** Councilor Larochelle, seconded by Councilor Crawford moved to approve the following:

### **A. Municipal Accounts Payable & Payroll Warrants**

#11202018	\$255,666.79	#11152018	\$ 364,547.13
#38	\$ 182,101.87	#39	\$26,789.43
#11282018	\$16,081.37	#12042018	\$629,659.24
#40	\$186,223.93	#41	\$18,349.81

### **B. School Accounts Payable & Payroll Warrants**

#1904	\$81,550.62	#12	\$1,292.02
#1024	\$332,655.07	#1025	\$348,644.22
#1026	\$11,318.04	#1027	\$340,827.38
#1028	\$11,090.44	#13	\$697.79
#1905	\$98,984.14		

**C. The Special Entertainment Permit & Liquor License for Coombs Mountfort American Legion Post #158**

**D. And Liquor License for Walt's Place, plus**

**E. Set Public Hearings on December 18 for Junkyard Permits for Campbell's Used Auto Parts, Huston's Auto Salvage, and**

**F. for a Medical Marijuana Establishment License for Lisbon Cannabis Company**

**Order passed - Vote 7-0.**

## COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

### POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR MUNICIPAL EMPLOYEE WAGES, BENEFITS, & STATE FEES AND

### POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR SCHOOL EMPLOYEE WAGES & BENEFITS

**VOTE (2018-257 & 258)** Councilor Ward, seconded by Councilor Crawford moved to approve and adopt the municipal and school policies as presented. **Order passed - Vote 7-0.**

## COUNCIL WORKING RULES

**VOTE (2018-259)** Councilor Ward, seconded by Councilor Crawford moved to adopt the Council Working Rules as presented. **Order passed - Vote 7-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said the School Committee and Superintendent are gearing up to work on their budget.
2. Planning: Councilor Ward said they met last Thursday and heard two cases. The Planning Board concluded that Lisbon Cannabis Company's application was complete and set a public hearing for December 13. The Planning Board concluded that the application for BBB Pharmaceutical Alternatives, LLC was incomplete.
3. LDC: Councilor Larochelle said he was not able to attend that meeting, but that they would be gearing up after the holidays to do more work.
4. Conservation Commission: Councilor Ward said he spoke with Mr. Stevens and that they are very involved with solar farms. He indicated upfront costs are scary at this point; however, they are exploring costs more. Composting is on the table for discussion and is being explored, too.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward the Androscoggin County Budget Committee Chairman solicited feedback on this year's process in an effort to improve it for next year. He said he provided some information.
7. Library: Councilor Lunt said he had nothing to report.

### B. REVIEW OF COUNCIL'S ACHIEVEMENTS

*January 1, 2018-December 4, 2018*

Councilor Ward said during the 2018 calendar year, the Town Council made much progress on their list of goals they set for themselves for the coming year as well as addressed the items listed below:

- Council held several workshops and budget meetings including one meeting with Department Heads to improve communication with departments and to listen to their needs. These meetings resulted in a budget and an improved 5-year capital improvement plan that best addresses all departmental needs. Council also requested a list of goals from each Department and town committee and heard oral updates during the month of October.

- Council held many meetings and workshops with Lisbon Emergency and the Town of Bowdoin to consider options for continued local ambulance service that resulted in having the FY19 Budget, which included funding of Lisbon Emergency for the coming year and working directly with their Board of Directors for continued town support.
- As part of the 2018-2019 budget Council authorized the following fund balance allocations to reduce the tax rate.

Munis (Error in FY 18 Budgeting Technology)	\$ 26,125
Accrued Leave Payout	\$ 50,000
Book Restoration (Clerk's Office)	\$ 10,000
Fire Department Equipment	\$ 50,000
Carpet (Library)	\$ 8,000
Debt Service (FY 19 Debt)	\$195,438
Debt Service (FY 20 Debt)	\$ 99,297
Debt Service (FY 21 Debt)	\$ 28,539
MTM Bus	\$ 19,386
Moxie Car Show Revenue (MTM Bus)	\$ 8,000
Police Department Rifles (Drug Forfeiture)	\$ 7,800
Rt.196/Rt. 125 Traffic Pattern Change (MDOT Match)	\$ 3,000
Rt. 196/Village St. (Pedestrian Signal Upgrades (Downtown TIF Funds)	<u>\$ 10,749</u>
	<u>\$516,334</u>

- The Town was successful in obtaining a \$300,000 CDBG Downtown Revitalization Grant for the Rt 196/Village Streetscape Project. New sidewalks, decorative street lights, and bus shelters are being planned in Phase I of this project. The work is scheduled to begin in 2019.
- Extended the terms of the Dingley TIF & Credit Enhancement Agreements to reserve \$1.7 million in TIF funds over the next five years for public improvements in infrastructure. Council made changes to the Development Program to allow the use of TIF funds to help fund much needed infrastructure improvements, public safety needs, environmental improvement projects, revolving loan/grant investment program, and matching funds for State and Federal grant programs.
- Approved \$31,927 in CDBG Facade grant applications to four businesses investing in excess of \$480,000 locally for their business as well as first hand a revitalization of downtown Lisbon and Lisbon Falls in this past year. The Town also used some of these funds to purchase new park benches, trash receptacles, and decorative planters.

Councilor Ward said in addition to the above, the Town Council would like to thank the following businesses for their continued investment in our Town for their new, relocated, or expanded businesses. He said they appreciated everyone who has come forward in the past year to be a part of something pretty cool to see and be proud of locally.

#### **New/Relocated Businesses**

Flux Restaurant & Bar  
 Liberte Auto Sales  
 Walt's Place – Family Entertainment  
 Haven Salon  
 Essentially Balanced Massage  
 FGS/CMT Inc.  
 Soul 2 Soul Childcare  
 Domino's Pizza  
 The Hair Loft - Relocated  
 Bill Stevens Auto Sales (has not opened – building completed)  
 Black Bear Ladder  
 Sweet Cakes Bakery

#### **Home Businesses**

Keepin it Green Cleaning Services  
 Dust Busters Cleaning Service  
 JD & Sons General Contracting  
 TLAR That Looks About Right  
 Spit & Shine Auto Detailing  
 Freedom Woodworking & Design

Cupcake Room & Crafts  
Chirp Creek Farm  
Lobster Buoy Co.

**Under Construction/Planned Construction**

Springworks Farms – Greenhouse Expansion  
Kieran Transport – Trucking Company  
Rusty's Lantern – Gas Station & Store  
BBB Pharmaceutical Alternatives, LLC – Marijuana Establishment Storefront

- Council amended the land use chart to authorize medical marijuana establishments upon a conditional use permit by the Planning Board. Council also enacted a medical marijuana licensing ordinance as an emergency measure until a permanent ordinance goes into effect.
- Approved and amended the Sewer ordinance
- Repealed or amended the following ordinances:

Winter Parking  
Itinerant Vendor  
Buildings and Building Regulations  
Park Regulations  
Street Lighting

- Council amended the ATV ordinance allowing the operation of ATV's on designated roadways in the Town of Lisbon.
- Council updated the 5-year Hazard Mitigation plan with the assistance of our EMA Director.
- Council is currently working with the Planning Board with the update of the Comprehensive Plan, which should come back to Council in December timeframe.
- Council Recognized under Good News and Recognition the following over this session:

Lisbon High School Cheerleaders - Class C State Champions  
Lisbon Drama Club - Regional Champions - Placed 4<sup>th</sup> in the State Competition  
Spirit of America Award – To Sylvia Doughty  
Citizen Planner- To Don Fellows  
Phil Palmore - Recognition For His 33 Years Of Service On The Fire Department  
Staff Sergeant Thomas J. Field – Being the 25<sup>th</sup> Anniversary

- Approved RLF Loans for the following businesses:

The Hair Loft  
Flux Restaurant  
Black Bear Ladder

- Purchased or sold the following properties:

385 Lisbon Street - Sale  
Graziano's Lot - Purchased  
1 Canal Street (Worumbo Mill Lot) – In the Process of a Purchase & Sale Agreement with Conditions

- Construction Projects:

Mill Street Bridge Replacement  
Route. 196 Mill & Fill  
Route 196/Route 9 Traffic Light Changes  
Route 196/Route 125 Traffic Light/Pattern Changes  
Rt. 196/Village Street Pedestrian Crossing Signal Changes  
Route 196/Union Street Sidewalk, Pedestrian Signal, & Decorative Lights

Phase I of the Sewer System Upgrades  
Started Crack Sealing Program

- Projects:

Accepted Street Lights in Kelly Park  
Vault Records Restoration  
Library Carpet Replacement  
Sewer project started

- Council Placed on the November Ballot Referendum Questions: Voters approved the following:

State Route 125 (Main St) – From State Route 196 to Huston Street \$4,300,000 - Town's 10% match \$430,000  
State Route 125(outer Main St) From Huston Street to Urban Compact line \$2,935,000 - Town's 10% \$294,000  
Replacement of Engine 7 For Approximately \$675,000

### C. COUNCIL GOAL SETTING

Councilor Albert requested Council members send him their suggestions and ideas for discussion at the next Council meeting.

### APPOINTMENTS

### COUNCIL COMMITTEE LIASIONS

Councilor Ward suggested Council members send changes to Councilor Albert for discussion at the next Council meeting.

### COUNCILOR COMMUNICATIONS

Councilor Albert thanked Councilor Ward and Councilor Brunelle for all their hard work and effort serving as Chair and Vice Chair this past year.

### AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

### EXECUTIVE SESSION - NONE

### ADJOURNMENT

**VOTE (2018-262)** Councilor Kolbe, seconded by Councilor Crawford moved to adjourn at 7:28 PM. **Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved December 18, 2018