



**111TOWN COUNCIL  
MEETING MINUTES  
JUNE 05, 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 Chairman, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Crawford, and Larochelle. Councilor Kolbe, seconded by Councilor Crawford moved to excuse Councilor Brunelle. Vote passed 6-0. Also present were Diane Barnes, Town Manager; Lydia Colston, Finance Director; Tom Martin, Jr., Public Works Director; Tracey Steuber, Economic Development Director; Karen Paradis, Planning Board Member; Donald Fellows, Planning Board Chairman; and approximately 15 citizens in the audience.

**GOOD NEWS & RECOGNITION**

Ms. Steuber said we received notification that Lisbon will receive \$300,000 for the Community Development Block Grant Downtown Revitalization project in the Lisbon Village area. She indicated work would begin with developing this project and obtaining estimates to see what we can do with these funds.

Ms. Steuber said we received notification the Lisbon Connection bus has been replaced. Western Maine is looking for new design ideas for the bus windows. She reported they would be working on new logos for it to increase Lisbon’s visibility as it moves throughout the area.

Councilor Kolbe congratulated the Class of 2018. She said the guest speaker was awesome and they did a great job decorating the gym for this event.

Councilor Kolbe thanked the American Legion for putting on such a fantastic parade and thanked all those who showed up as well.

**PUBLIC HEARING**

**A. VICTUALER LICENSE & ITINERANT VENDOR PERMIT FOR PINKY D’S**

The Chairman opened the public hearing. Mrs. Fitzgerald asked why the town waits until after the fact to issue permits. The Chairman mentioned some renew and receive temporary permits. The Chairman closed the public hearing.

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

**CONSENT AGENDA**

**VOTE (2018-115)** Councilor Kolbe, seconded by Councilor Larochelle moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -			
#128	\$13,418.53	#129	\$173,588.26
#130	\$17,004.97	#131	\$335.86
#132	\$11,883.06	#133	\$177,427.97
#134	\$723,474.19	#135	\$16,620.71

#136	\$404.87		
B. School Accounts Payable & Payroll Warrants -			
#33	\$1,076.87	#1064	\$373,749.87
#1065	\$12,410.07	#1823	\$102,767.37

C. Workshop Minutes of May 8, 2018 and Minutes of May 15, 2018

D. Victualer's License & Itinerant Vendor Permit for Pinky D's Pending Receipt of Landowner Permission Letter

E. Victualer's & Itinerant Vendor for MacDaddy's Mobile Cuisine, LLC

F. Moxie Committee – Itinerant Vendor/1 Week Festival Permit

G. Lisbon Recreation – Itinerant Vendor Festival Permits for Moxie 5K Race & Moxie Car Show

Order passed - Vote 6-0.

## **COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS**

### **COOKS LOBSTER & ALE HOUSE**

#### **– OFF PREMISE CATERING PERMIT FOR BEER GARDEN**

**INTRODUCTION:** Mrs. Lycette indicated the review process is complete. It has been determined that a Special Entertainment Permit is not required. This Off-Premise Catering Permit application is ready for Council's approval.

**VOTE (2018-116)** Councilor Larochelle, seconded by Councilor Albert moved to approve the Off-Premise Catering Permit for Cooks' Lobster & Ale House, along with permission to possess and sell alcohol on the property on Campus Street adjacent to MTM Park for the Beer Garden on July 14, recognizing that: 1) the event is a special public event or public gathering; 2) the event is sponsored by PCL, a charitable, nonprofit organization or civic group; 3) that Cooks will hold a valid On-Premises Liquor License on July 14 and file proof of the same with the Lisbon Town Clerk; and, 4) that Cooks will hold a valid Off-Premise Catering Permit. **Order passed - Vote 6-0.**

### **MOXIE FESTIVAL STREET CLOSURE**

**INTRODUCTION:** Ms. Steuber presented the Moxie Festival Committee's request to Town Council for street closings authorization and use of other municipal areas in connection with the 2018 Moxie Festival, to be held from Friday, July 13, 2018 through Sunday, July 15, 2018. We specifically need approval for the following:

1. Closure of Main St. from Rt. 196 to the High St. intersection for Festival activities from 6:00 am to 6:00 pm Saturday, July 14, 2018;
2. Closure of municipal parking lot off Main St., Lisbon Falls on Friday evening (stage set-up at 8:00 pm), July 13, 2018, and continued barricade so that lot will be empty on Saturday, July 14, 2018;
3. Closure of Rt. 196 from 10:00 am to 12:00 pm for the parade on Saturday, July 14, 2018;
4. Closure of Main St. from Rt. 196 to North St. from 6:00 am to 6:00 pm for the parade and festival activities on Saturday, July 14, 2018;
5. Closure of Capitol Avenue in Lisbon Falls from 6:00 am to 12:00 pm for the parade staging area on Saturday, July 14, 2018;
6. Closure of School St. from Main St. to Berry Ave. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
7. Closure of Addison from School St. to South St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
8. Closure of Maple St. from Main St. to Pine St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
9. Closure of Oak St. from Rt. 196 to Pine St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;

10. Closure of Union St. to Booker St. to Main St. for pedestrian use on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
11. The ability to close anything deemed appropriate by the Police Chief for safety purposes;
12. Traffic Alerts for the following areas during the 5K Race: Rt. 9 from Ridge to Hill, Hinkley St., Frost Hill Avenue, Higgins St., Spear St., Cross St., Huston St., Scottsdale Avenue, and Wing St;
13. Street Closure for section on Campus for Beer Garden hosted by PCL put on by Cooks Lobster & Ale House.

In addition, we request the following assistance from municipal departments:

1. The placement of a dump truck, trash dumps and bags for refuse in the municipal parking lot for Friday evening, July 13, 2018, Saturday, July 14, 2018 and seven to eight trash barrels on Main St. and five at MTM during the same time period. It would also be helpful to have a worker available to empty trash bags into the dump truck as needed.
2. The placement of barricades for street and lot closings.
3. Barricades at both the parking lot openings by 6:00 pm Friday, July 13, 2018.

She said as always, they appreciate the town's cooperation in making the Moxie Festival a success. Without Council's help, it would not be possible.

**VOTE (2018-117)** Councilor Crawford, seconded by Councilor Kolbe moved to authorize the 2018 Moxie Festival Street Closures [adding #13 above] and assistance from municipal departments as presented. **Order passed - Vote 6-0.**

#### MOXIE FESTIVAL ART WALL

INTRODUCTION: Marcia Crawford explained her vision for placing murals on Main Street for the Moxie Festival. She applies murals with organic materials so they could last up to three or four months. She said she would be taking them down before that. She said they would match the Moxie Festival theme "Moxie through the Decades," and that they would go between the windows on Main Street.

COUNCILOR COMMENTS: Councilor Albert thanked her for loaning these to us for display. Councilor Lunt suggested this theme be matched up with books for the month at the Library. Councilor Lunt said he hoped that they stay in place while they are up.

**VOTE (2018-118)** Councilor Larochelle, seconded by Councilor Kolbe moved to approve the Moxie Festival Art Wall. **Order passed - Vote 6-0.**

#### IT DISCUSSION

COUNCILOR COMMENTS: Councilor Albert explained TRIO's shift to a new operating system. He indicated Lisbon is at the point where it needs to make a decision. He said the next step for us would be to let this group come in, assess our situation, create an implementation plan with plenty of steps or layers with deadlines, and see how much implementation will cost. Council could then decide whether to proceed or not depending upon how little or how much would be required to proceed.

Mrs. Colston recommended doing the analysis, too. She said if we move forward, this type of company could be the liaison working with Tyler Technologies instead of staff, which is not able to within a reasonable timeframe. She said this would be the best-expedited option to get Lisbon onboard with MUNIS.

Councilor Albert asked where the funds to hire this type of company would come from. Mrs. Colston said from undesignated. Councilor Kolbe asked what the town had expended so far on this seven-year contract for \$687,000. Ms. Colston said the buy-out is about 80%. Councilor Larochelle pointed out portions of TRIO are still needed

along with MUNIS. Councilor Albert pointed out that Roundtable is also experiencing trouble with response times.

Councilor Kolbe questioned how much more money should the town spend on this when nothing is happening and we are getting no results. Councilor Ward said it might be better to move forward rather than to discard it. Councilor Albert said Tyler Technologies was expecting us to be doing more than what we can do; what are our alternatives.

**VOTE (2018-119A)** Councilor Albert, seconded by Councilor Crawford moved to go forward with the assessment. **Order passed - Vote 5-1. (Opposed: Kolbe)**

**VOTE (2018-119B)** Councilor Albert, seconded by Councilor Ward moved to allocate \$75,000, left over from already committed projects in undesignated, towards MUNIS for the purpose of migrating to MUNIS. **Order passed - Vote 5-1. (Opposed: Kolbe)**

#### MMA VICE PRESIDENT & EXECUTIVE COMMITTEE SLATE OF OFFICERS

Councilor Ward acknowledged the request for nominations for MMA Vice President and Executive Committee.

#### DOT FEDERAL DRUG AND ALCOHOL TESTING POLICY

INTRODUCTION: Mr. Martin explained the requirement for drug testing; this is not new for Lisbon. The United States Congress recognized the need for a drug and alcohol free transportation industry, and in 1991 passed the Omnibus Transportation Employee Testing Act, requiring DOT Agencies to implement drug and alcohol testing of safety-sensitive transportation employees. [49 CFR Part 40](#), or Part 40 as we call it, is a DOT-wide regulation that states how to conduct testing and how to return employees to safety-sensitive duties after they violate a DOT drug and alcohol regulation. Part 40 applies to all DOT-required testing, regardless of mode of transportation.

Mrs. Barnes mentioned the FMCSA regulations require that you develop a written policy on controlled substances use and alcohol misuse in the workplace and that the policy be provided to every driver. [§382.601](#) identifies the required content of the materials to be made available to each driver and requires the employer to maintain a statement signed by each employee certifying receipt of the policy/educational materials. For more information visit this website: <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/what-are-my-employee-and-supervisor-training-responsibilities>.

**VOTE (2018-121)** Councilor Larochelle, seconded by Councilor Crawford moved to adopt the Federal DOT Drug & Alcohol Testing policy for the Town of Lisbon as follows:

#### TOWN OF LISBON SUBSTANCE ABUSE POLICY

##### I. INTRODUCTION

The Town of Lisbon is committed to a drug and alcohol free workplace. In order to ensure the safety of its employees and the general public, as well as compliance with Federal Regulations, the Town has adopted this policy. The specific regulation which mandates alcohol and substance testing is Title 49 of the Code of Federal Regulations (CFR), Parts 391 and 394.

The Town of Lisbon takes pride in its employees, who perform critical duties in a truly effective manner with safety foremost in their minds. This policy strengthens our commitment to a safe workplace.

##### II. PROGRAM ADMINISTRATOR

The Human Resources Director has been designated by the Town as the Alcohol/Drug Testing Program Administrator. In this function, the Human Resources Director will be responsible to answer any questions from drivers, employees or the public in general.

The Program Administrator will handle all information on all tests as confidential. The Program Administrator may provide such information as necessary to enable the appropriate department head to take the proper actions as warranted. The Program Administrator may also release test information to the Town's Employee Assistance Professional to use to evaluate and recommend appropriate follow-up.

### III. PROGRAM OBJECTIVES

- A. To provide employees with access to confidential counseling and/or rehabilitation programs and to detect illegal and unauthorized substance abuse and contraband in the workplace.
- B. To reduce the opportunities for accidents and injuries and prevent damage to property.
- C. To improve productivity, ensure quality, and to minimize employee absenteeism and tardiness.

### IV. SCOPE OF PROGRAM

This policy will apply to all regular full-time, part-time, and temporary employees who are required to hold a Commercial Driver's License (CDL) for their position. Compliance with this policy will also be required of successful job applicants, who will be hired contingent on passing both drug and alcohol tests.

NOTE: All covered employees shall receive a copy of this policy, as well as a copy of the educational materials covered in the employee education session on substance abuse.

### V. SUBSTANCES TESTED

The following substances will be tested to determine their presence:

1. Alcohol
2. Marijuana
3. Cocaine
4. Amphetamines
5. Phencyclidine (PCP)
6. Opiates

### VI. COMPLIANCE WITH REGULATIONS

All CDL employees subject to alcohol and drug testing must be in compliance with this policy at all times while working for the Town. This will include all time spent operating commercial vehicles, as well as time spent maintaining or repairing these vehicles.

### VII. PRESCRIPTION DRUG USE

Employees covered by this policy may use prescription drugs and "over the counter" medications provided:

1. The prescription drugs or their generic equivalent have been prescribed to the employee within the past 12 months by an authorized medical practitioner.
2. Employees do not consume prescribed drugs more often than as prescribed by the employee's physician, and do not allow any other person to consume the prescribed drug.
3. Any employee who has been informed that the medication could cause adverse side effects while working, informs his/her supervisor prior to using these substances.

The Town at all times reserves the right to have a licensed physician determine if use of a prescription drug or medication by an employee produces an adverse effect. If such a finding is made, the Town may notify the employee's doctor (with permission) to determine if other medications are available which would not seriously affect the employee's ability to work safely. If an appropriate substitute medicine is not available, the Town may have to limit or suspend the employee's work activities to non-safety sensitive duties.

### VIII. TESTS REQUIRED

All CDL employees who come under this policy shall be tested for alcohol and/or controlled substances under the following circumstances:

1. Pre-employment or pre-use. Drug tests will be conducted when an offer is made to hire an employee for a CDL position. The offer for employment will be contingent on the applicant passing these tests. This includes existing employees who are applying for CDL positions.
  2. \*Random. Testing will be conducted on a random unannounced basis. Town of Lisbon has entered into an agreement with a third party administrator (TPA) to randomly select the CDL employees for testing and then notify the Program Administrator of the person or persons chosen.
  3. Post-accident. Employees will be alcohol and drug tested in all accidents involving a fatality. The employee will also be tested if he/she receives a summons for a "moving traffic violation," and must receive medical treatment away from the accident scene, or the employee receives a violation and a vehicle must be towed regardless of responsibility.
  4. Reasonable suspicion. All employees who exhibit to a trained supervisor signs and symptoms of alcohol and/or drug abuse, while on the job, prior to reporting to work, or just after work will be required to submit to an alcohol and/or drug test. The supervisor shall document the specific facts, symptoms or observations by completing a "Reasonable Suspicion Record" form. If an employee suspects a supervisor of substance abuse, the employee will notify the Department Head, Human Resources Director, and Town Manager of the employee's suspicions. The Human Resources Director or Department Head will act in accordance with the appropriate sections of this policy. All employee reports will be kept strictly confidential. Anonymous complaints will not be investigated.
  5. Return-to-work. An employee who previously tested positive must submit to an alcohol test and drug test to return to duty. The results must be negative to return to work.
  6. Follow-up. An employee who previously tested positive and has returned to duty must submit to a combination of at least six (6) alcohol and drug tests during the first year after returning to work. Follow-up tests will be unannounced and may continue for up to sixty (60) months after returning to work, not to exceed twelve (12) a year.
- \*Random alcohol testing must be conducted just before, during or just after a driver's performance of safety-sensitive duties. Random drug testing does not have to be conducted in immediate time proximity to performing safety-sensitive functions.

#### IX. TESTING PROCEDURES

The Town of Lisbon is contracting with a (TPA) to do the Town's alcohol and substance abuse testing. When an employee has been randomly selected, he/she will be notified by his/her appropriate supervisor and will proceed directly to the testing area. All randomly selected individuals must comply with the testing.

Sampling for substance abuse testing shall only be conducted in a medical facility supervised by a licensed physician or nurse. Employees and job applicants for CDL positions shall not be required to provide a urine sample while being observed, directly or indirectly, by another individual. People shall leave any personal belongings including any unnecessary clothing, coat, jacket or similar outer garment outside the collection area.

All specimen samples shall be collected, sealed and stored in compliance with the National Institute on Drug Abuse (NIDA) guidelines as required by Federal Law, and transported to a licensed and certified laboratory for actual testing. Additionally, the chain of custody requirements for these samples shall also be in accordance with NIDA guidelines and the Federal Law in order to protect the sample from being tampered and to verify the identity of each sample and test result. When the sample is first collected a portion of the sample shall be segregated according to federal regulations. In the event there is a positive test with the first sample, the segregated sample may be requested by the employee for testing within seventy-two (72) hours after the employee is notified by the MRO of the positive test to confirm the accuracy of the results. This request should be made to the MRO. The employee shall pay the cost of testing the segregated sample if the test is positive and the Town shall pay the cost if the test is negative. (Applicants shall pay the cost of testing the segregated sample regardless of the test results). If the employee is aware of a situation that may have led to the positive test, such as taking of prescription or other medicines, he/she should make the fact known to the MRO within the required time after notification of a positive test.

The Town shall utilize the services of a Medical Review Officer (MRO) to interpret any confirmed positive test. An MRO is a licensed physician who is responsible for receiving the laboratory results. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's medical history and any other medical information. The MRO shall have the authority to discuss an employee's test result with the employee prior to notifying the Town. Once the employee has been notified and the MRO is satisfied with the accuracy of the test results, the Town shall be notified.

All alcohol testing will be conducted with a Breath Testing Device (EBT), which will be administered by the same medical facility as the substance testing. Two (2) breath tests are required to determine if a person has an unacceptable alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a negative test.

If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted within fifteen (15) minutes. The employee and the individual conducting the breath test shall complete the alcohol testing form to ensure that the results are properly recorded. Any individual who conducts the testing must be trained to operate the EBT and be proficient in the breath testing procedures.

Employees who are found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be placed on unpaid leave for a minimum of twenty-four (24) hours. Any result greater than 0.04 is considered a positive test and the collector will do a confirmation test. If the confirmation test is greater than 0.04 then the employee is removed from the safety sensitive function and will be required to meet with a SAP

#### X. PROHIBITED CONDUCT

During the time that the Town's CDL employees are performing their work, they shall not do any of the following:

1. Report to work and/or remaining on duty with an alcohol concentration of 0.04 or greater;
2. Possess any alcohol;
3. Use any alcohol;
4. Use any alcohol within four (4) hours of going on duty;
5. Use any alcohol within eight (8) hours after an accident which has required the CDL employee to be tested for alcohol concentration;
6. Refuse to submit to a required alcohol and/or controlled substance test;
7. Report to or remain on duty when using any controlled substance, except when used under a physician's orders and when the physician has informed the CDL employee in writing that the use will not affect the safe operations of a commercial vehicle. In the case of a written warning by the physician the employee shall report this to his/her supervisor immediately;
8. Report to or remain on duty if the employee has tested positive for controlled substances.

Failure to comply with these rules is a violation of this policy, and will result in disciplinary action or referral to a certified rehabilitation program.

#### XI. REFUSAL TO TEST

Failure to submit to testing will automatically be considered a verified positive test and he/she will have to follow the procedures outlined in this policy. Specifically, the following circumstances will be considered a refusal to test.

1. Failure to report to the designated testing area within thirty (30) minutes of being notified to submit to a required test.
2. Failure to accurately provide a sufficient sample to be tested, either breath or urine as the case may be, unless medically determined impossible to do so.

#### XII. DISCIPLINARY ACTION

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal. Factors to be considered in determining the appropriate disciplinary response include, but are not limited to the following: Employee's work history, length of employment, current job performance and existence of past disciplinary actions.

Specific actions which may be subject to dismissal include, but are not limited, to the following:

1. Refusal to submit to a rehabilitation program after testing positive.
2. Failure to successfully complete a rehabilitation program after receiving a positive test.
3. The employee has twice substituted, adulterated, diluted or otherwise tampered with his/her urine sample.
4. While on Town premises, the employee was caught drinking alcohol or using, manufacturing, distributing, dispensing, selling, or possessing any illegal or unlawfully obtained substances or drugs.
5. The use of alcohol while on Town premises. This includes a conviction for driving while intoxicated (OUI) during work hours.
6. Failure to contact the Town's approved substance abuse clinician (EAP Provider) within five (5) regular working days after being notified of a confirmed (MRO certified) positive test for the use of an unauthorized substance.

Any permanent employee who tests positive the first time for either alcohol or substance misuse will be offered an opportunity for rehabilitation. The offer of rehabilitation does not apply to job applicants, temporary or probationary employees.

Employees who test positive a second time will be suspended immediately without pay and terminated after being notified of the second confirmed (MRO certified) positive test for the use of an unauthorized substance.

NOTE: During the period the Town is awaiting an employee's test result due to a post-accident or reasonable suspicion circumstance, the Town may transfer the employee to another position with no reduction in pay or benefits. The Town also reserves the right to place an employee on paid or unpaid suspension. A determination as to whether an employee is placed in another position or placed on paid or unpaid suspension may be based, but not limited to who is responsible for and/or the severity of the accident, if applicable; the observed condition of the employee, if applicable; the employee's work history; length of employment; current job performance and the existence of past disciplinary actions.

### XIII. EMPLOYEE/APPLICANT RIGHTS AND RESPONSIBILITIES

It is the responsibility of each employee to seek help before alcohol and drug problems lead to disciplinary action.

In the event of a positive test result, employees and job applicants shall have the opportunity to present an alternative explanation for the test result by contacting the Medical Review Officer (MRO). This shall be done no later than five (5) days after notification of the result. No further action will be taken if there is a justified explanation, or there is a reasonable doubt as to the accuracy of the result or chain of custody of the sample.

Any employee or job applicant with a positive test result may also, upon written request within five (5) working days, have the right to any information relating to the test result and procedures.

Any permanent employee who tests positive for a first offense, and cannot provide a satisfactory explanation, will be offered EAP referral to a certified rehabilitation program.

Any first offense referral may require an indefinite suspension of regular employment or the transfer of the employee to a non-safety sensitive position with an appropriate reduction in pay. If the position is in a lower pay classification, then the employee will remain in his/her current step, but with a reduction in classification which would result in a reduced pay until the admission and completion of an approved drug/alcohol treatment program and the satisfactory passing of a return-to-work substance abuse test. A determination as to whether an employee is placed in another position or placed on unpaid suspension may be based, but not limited to who is responsible for and/or the severity of the accident, if applicable; the observed condition of the employee, if applicable; the level of the test result; the employee's work history; length of employment; current job performance and the existence of past disciplinary actions. The employee may use accumulated sick or vacation time or personal time during the in-patient rehabilitation.

Upon successfully completing the rehabilitation program, as determined by the rehabilitation or treatment provider in consultation with the Town, the employee is entitled to return to his/her previous job with full pay and benefits. The exception would be if conditions unrelated to the employee's previous test make the employee's return impossible.

Any subsequent second offense positive test will result in immediate suspension without pay and terminated after being notified of a second confirmed (MRO certified) positive test for the use of an unauthorized substance.

### XIV. CONFIDENTIALITY OF INFORMATION

Unless the employee or applicant consents, all information acquired by the Town in the testing process is confidential and may not be released to any person other than the employee or applicant who is tested, the Program Administrator, respective department heads or designees, as well as the EAP or Rehabilitation Provider. The foregoing shall not prevent the release of information that is required or permitted by state or federal law, or the use of information in any grievance procedure, administrative hearing, or civil action relating to the imposition of the test or the use of the test results.

#### XV. EDUCATIONAL SESSIONS

The Town will provide each employee subject to this policy a copy of the written policy.

The Town will also provide printed material, which describes the effects of alcohol and/or controlled substances on the individual's health, work and personal life, as well as information on the signs and symptoms of alcohol or controlled substances. In addition, the Town will provide annual training for affected employees on substance abuse awareness.

Any employee who wishes to seek personal and confidential advice on alcohol and/or controlled substances may contact the Town's Employee Assistance Provider.

#### XVI. ACKNOWLEDGMENT

I certify that I have received a copy of the Town of Lisbon Substance Abuse Policy and other printed material explaining the effects of alcohol and/or controlled substances.

\_\_\_\_\_  
(Employee's Signature) Date

\_\_\_\_\_  
(Supervisor's Signature) Date

**Order Passed – Vote 6-0.**

### **OTHER BUSINESS**

#### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said there was nothing to report.
2. Planning: Councilor Ward said there was nothing to report.
3. LDC: Councilor Larochelle mentioned the new Public Works Director attended their last meeting. They are discussing new benches for Main Street. There is a lot going on.
4. Conservation Commission: Councilor Ward said they are working on educational materials to educate the public on invasive species.
5. Recreation: Councilor Kolbe said there was nothing to report.
6. County Budget: Councilor Ward said there was nothing to report.
7. Library: Councilor Lunt said there was nothing to report. He encouraged parents to enroll their kids into the summer reading program.

#### B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the town would close on the old Graziano lot on the corner of Route 196 and Village Street on Friday. She reported there were issues with the ATV ordinance and map. Changes will be coming to the Council after the CEO gets a correct map completed. She said Lisbon might end up with a nice trail map. Councilor Larochelle said it is good to see everyone working together.

### C. BUDGET DISCUSSION

The increase on the municipal budget as it stands right now is \$660,806.00 increase. The county and school have not changed. Revenue Sharing is up about \$31,000 and our other revenues are up about \$132,741.00 and Homestead reimbursement is more than last year. The BETE reimbursement and new values are unknown at this point so we can not tell what the commitment will be yet. She estimated the impact on the taxes should not be as bad as previously thought. We will be gaining some new value on all the new houses this year, but exactly how this plays out is unknown at this time.

Mrs. Barnes presented \$475,199.00 in recommendations to come from the unassigned fund balance. These include paying off Lisbon's debt service and all lease purchase agreements in 2019 totaling \$195,438.00; this includes paying off the payment for the Fiscal Years 2020 and 2021, then only the bonds will be left to pay. If the town pays these early, the interest amount would be reduced as well. The rest is personnel and operating expenses.

The items affecting the increase include Lisbon Emergency's stipend, hydrant rental, road bond payment, and the Androscoggin County tax bill, which totals \$431,000.00 of the \$720,000 budget increase. The \$289,306.00 left covers the new positions in the budget previously approved.

Mrs. Barnes mentioned the Council had done an excellent job funding the paving projects for the last couple of years. A lot of work is done with this funding and everyone benefits from road improvements.

Mrs. Barnes explained that total wages and benefits come to \$4,991,232.00, which is roughly 56% of the total budget. She explained new positions with benefits (1 Assessing Clerk, 2 Police Officers, 2 Recreation positions, and 1 IT for the Com Center) equals \$262,921.00.

Mrs. Barnes requested the Council consider consolidating the part-time Front Counter Clerk with the new part-time Assessing Clerk position to make one full time position for an additional \$25,793.00. This combined Assessing/Front Counter Clerk position would complement both departments. Councilor Larochelle pointed out that making the position a full-time position could bring in more committed applicants.

**VOTE (2018-121B)** Councilor Albert, seconded by Councilor Larochelle moved to consolidate two Part-Time positions into one Full Time position as Assessing Clerk/Front Counter Clerk. **Order passed - Vote 6-0.**

### APPOINTMENTS - NONE

### COUNCILOR COMMUNICATIONS

**VOTE (2018-121C)** The Council unanimously decided to cancel the June 19 Council Meeting and to move those items to the June 26, 2018 meeting, which would start at 6:00 PM. There were no objections.

### AUDIENCE PARTICIPATION FOR NEW ITEMS

#### PUBLIC WORKS UPDATE

Mr. Martin said his crew had a long winter this year. They have been working on a litany of citizen concerns, which they are getting to the end of, thankfully. They are finishing the potholes and getting the sweeping machine going. He said they sweep for one day and the machine went down for four days; unfortunately, we are not having much luck with that. It is back on the street today so there should be more progress. He said they are trying to figure out how to take care of the shoulders on Summer Street and Gould Road. There appears to be a lot of work not anticipated.

Mr. Martin reported he met with Ernie Martin on the Main Street/ Route 196 project regarding the right turn lane at the intersection. He said they are talking with Region 1 to see about remarking the lanes. The mill and fill project for Route 196 will start after the Moxie Festival. He mentioned he has been working with property owners along the Route 196 Streetscape Project to get their permission for the town to place streetlights, originally placed in the

sidewalks, on their properties. This improves the streetscape and eases the maintenance process. He said he plans to attend the Mill Street Bridge meeting this week.

#### GRADUATION CLASS OF 2018

Dot Fitzgerald said she attended Lisbon's High School graduation recently. She said the main speaker was Mr. Travis Mills. She said he was outstanding; Mr. Mills inspired everyone and was a great motivator for the students.

Mrs. Fitzgerald expressed concerned about the duplication of services. She suggested eliminating the Com Center and using those four positions elsewhere. She said 911 calls currently come from the county into the Com Center and then out to the first responders; this is a duplication of services.

Mrs. Fitzgerald encouraged the Councilors to stop increasing the taxes. She said if residents could vote on the town budget as they do the school, there would be many changes.

#### RESIDENT COMMENDS POLICE AND FIRE DEPARTMENTS

Marion Morgan-Alexander praised the Police and Fire Departments for their quick rescue of a missing 2 year old. She said they were able to deploy and find the toddler within 2 hours; they deserve the greatest of marks.

#### ERNA SMITH DONATION

Mrs. Colston reported the Library received a \$1,000 donation from the Estate of Erna Smith and thanked the family.

#### EXECUTIVE SESSION - NONE

#### ADJOURNMENT

**VOTE (2018-122)** Councilor Laroche, seconded by Councilor Kolbe moved to adjourn at 8:30 PM. **Order passed - Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: June 26, 2018