



**TOWN COUNCIL
MEETING MINUTES
SEPTEMBER 4, 2007**

Fern Larochelle, Jr., At Large 2007
Charles Smith, At Large 2008
Michael Bowie, At Large 2009
Gina Mason, District 1 2007
Janet Henry, District 1 2009
Dale Crafts, District 2 2007
Norma Wells, District 2 2009

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CALL TO ORDER & PLEDGE TO THE FLAG. The Vice Chairman, Michael Bowie, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Smith, Bowie, Mason, Henry, Crafts, and Larochelle. Councilor Wells was excused. Also present were David Brooks, Interim Town Manager/Police Chief; Elwood Beal, Public Works Director; Roger Therriault, Town Attorney; and approximately two citizens in the audience.

PUBLIC HEARINGS - NONE

CONSENT AGENDA

VOTE (2007-144) Councilor Smith, seconded by Councilor Larochelle moved to adopt the following consent item: (A) Minutes of 08-21-2007. **Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES & RESOLUTIONS

RECREATION DEPARTMENT GRANT ACCEPTANCE

VOTE (2007-145) Councilor Smith, seconded by Councilor Crafts moved to accept a \$15,000 grant from the Maine Community Foundation for the Lisbon Recreation Department. **Order passed - Vote 6-0.**

Councilor Smith asked if this was a grant Lisbon had applied for. Mr. Brooks said this was the second or third year this grant had been awarded to the Recreation Department.

OTHER BUSINESS

A. LIBRARY / COMPUTER TECH POSITION

Councilor Bowie said this was in regards to a discussion Mr. Brooks wanted to have on the way the budgets were set up and the possibility of hiring a technology coordinator type position. Councilor Bowie said what he was trying to get a recollection of what the Council thought they were going to do with that position.

Councilor Bowie stated they took money originally put in capital and moved it into contractual to support having someone do some computer work. Councilor Bowie said he did not remember whether that was going to be for a full time hire position between the Town Office and the Library, because the Library also uses a technology person, or whether it was going to be a contracted position until the Council could get their arms around the situation. Councilor Crafts said he didn't believe it was a full time hire position. Councilor Smith said he recalled it being a contractual position. Councilor Larochelle said it sounds like there is a lot that needs to be done, and asked if there was enough money for that. Councilor Bowie said there is a lot that needs to be done, and that he was unsure whether there was a plan on how this was going to be approached. Councilor Bowie suggested working on the job description, and that maybe once the job description was finished the Council could decide whether it made more sense to take that money and hire an employee or

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continue to keep it contractual. Councilor Bowie said the technology committee would be meeting September 5th and that they have identified a bunch of things they feel need to be done. For instance, setting up file print servers, getting software policies in place and making sure people are not getting viruses and so forth that takes quite a bit of hands on support and management to accomplish. He said there was probably enough work between the Town Office, Library, Public Works Department, and Solid Waste Department to keep one person busy full time. Councilor Bowie said the Technology Committee had talked about trying to make available online services where potentially residents could pay their taxes and/or sewer bill. Councilor Bowie said it's difficult to rely on a committee to do that type of planning and oversight, even though they bring in ideas like the Recreation Committee does with programs, Lisbon needs someone to run with them, implement them, and write policies that go along with them. Mr. Brooks said the intern in the Town Engineer's office had gone back to his hours at the Library.

Mr. Brooks said this was brought to his attention by a department head because budget discussions included bringing in an IT person, but the supporting documentation wasn't clear whether it was a contractual position or not. He said he needed to know what amount was dedicated for it, and asked whether the \$10,000 transferred from capital to contractual was for IT. Councilor Bowie said whatever money they moved from capital was to support getting someone in here to take care of things and to help us move forward. Councilor Bowie said the Technology Committee recommends getting someone in here because once this stuff gets implemented someone will need to handle it. Councilor Bowie said contracting would be a short term effort before taking the next step. Councilor Bowie said with a completed job description, and the Technology Committee's plan, the Council could with these two documents decide that they have to go full time and hire someone or continue this work as contracted. Mr. Brooks said he had directed the Town Engineer to complete the job description and to have the Technology Committee get back onto this topic, so this is moving forward, contractually.

B. 2006 BOND UPDATES

Mr. Brooks said he wanted to bring the Council up to date on where the projects were or were not. He said there were 14 identified projects in the 2006 bond, of which 9 have been completed as follows: Crosman Street, Gartley Street, Hudon Road, Street Sweeper Purchase, Beaver Park Cabin Roof, Lisbon Falls Fire Department Generator, MTM Center Boiler, MTM Kitchen Fire Suppression Unit, and the Teen Center Roof have been completed. With the nine projects completed there is a \$26,875 balance left to use, which is good news. Beginning on September 10th the Pinewoods Road project will start. That project was allocated \$130,000.00; however, the bids came in at \$167,500. Mr. Brooks said it was initially thought Lisbon could do the crushing and base coat and not finish with the final coat because there weren't enough funds. Mr. Brooks recommended the Council use \$37,500 of the current fiscal year's paving budget to offset the difference and complete the Pinewoods Road project. Mr. Brooks said the Public Works paving budget to date with all the projects completed had \$50,870 left. He said they could use \$37,500 to complete the Pinewoods Road project without having to use any of the left over bond funds because there were other issues that needed to be addressed. He said the Transfer Station and Library re-pointing projects came in over bid as well. He asked Council to approve doing the Library project as soon as possible using the \$10,000 allocated and the built up surplus within the bond to complete it. After that project has been completed, Mr. Brooks said, he would figure out a way to address the Transfer Station re-pointing project that may require further action by this Council.

Councilor Bowie said he remembered carrying forward funds for re-pointing the Library, and asked Mr. Brooks to see if there was any (2005-2006) carry forward money left from the Town Building account.

Councilor Bowie said he was okay with using the current paving project to fund the balance of the Pinewoods Road project. Mr. Brooks suggested asking Mr. Beal to review next year's paving schedule to see if there were any smaller projects he could do with the balance left, and asked whether the Council would agree to do them now if the funds were available. Councilor Bowie said

he didn't have any problem using the left over money to complete jobs in the plan they put together. Mr. Brooks said anything the Council brings down into this current fiscal year is going to help with future budgets.

Councilor Bowie said Mr. Brooks had a green light on recommendation #1 and #2 below pending what he found out about the potential carry forward stuff:

Recommendation #1: PW paving budget has \$50,870 remaining. All FY '08 paving as recommended/approved has been completed. I ask that the Council approve using \$37,500 from the PW paving budget to offset the shortage in the Bond budget to allow Pinewoods Road project completion. This allows us to keep the bond surplus for other bond projects.

Recommendation #2: Give priority to re-pointing of the Library to eliminate further water seepage into the basement. This will require use of the original Bond budget of \$10,000 plus some of the Bond surplus. Then address the Transfer Station re-pointing project, which will, as the Library, require use of the allocated \$10,000 and some of the surplus.

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C. PUBLIC WORKS BOND REFERENDUM QUESTION

VOTE (2007-146) Councilor Smith, seconded by Councilor Larochelle moved to set a public hearing on September 18th to discuss the Public Works bond referendum question approving the order for public notice as follows:

WHEREAS, the Municipal Officers of the Town of Lisbon have considered and approved in concept a capital project calling for the replacement of the current Public Works Facility; and

WHEREAS, the funding for this project requires that the Town issue general obligation securities pursuant to Section 6.09 of the Charter of the Town of Lisbon; and

WHEREAS, approval of the issuance of general obligation securities is dependent on a public hearing concerning the issuance of said securities;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that a public hearing be held on Tuesday the 18th day of September, 2007, and be it further ordered by the Town Council of the Town of Lisbon that the Town Clerk publish notice of the hearing in one or more newspapers of general circulation within the Town of Lisbon not less than seven days nor more than 15 days prior to the public hearing and the scheduled final action by Council scheduled after the public hearing at its regular meeting on September 18, 2007. **Order passed - vote 6-0.**

Mr. Therriault said this was a two step process, and that he gave the Council the full package. He said the Council needs to set a date for the public hearing on the bond issue. He said once the public hearing was held, at that same meeting or later if the Council wished, the Council would consider the Order that places the bond resolution on the ballot.

D. ADVISORY BOARD MEETING SEPTEMBER 11TH

Councilor Bowie requested the Advisory Board meet September 11th at the Town Office to review and give recommendations on the Public Works Bond referendum question.

E. AVCOG FUNDS APPROPRIATION

Mr. Brooks said he received an invoice from AVCOG for \$5,200 for tasks #10 and #12 (see attached), which were for the Route 196 Access Management project and the Establish Traffic Signal Management System project, which were part of the overall 2008-2009 unified planning work program through ATRC adopted at the ATRC policy Committee meeting on May 14th. These are Lisbon projects. He said the study has already begun and Lisbon needs to pay the bill.

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Councilor Bowie asked if there were funds left over from the recent traffic study. Mr. Brooks said that would be homework. Councilor Smith said this was brought up after the budget season sometime in May. Mr. Brooks said the Council tabled the discussion on this topic in May, and then it was brought up again at another meeting in June, but there was no action taken. Mr. Brooks said the access management study has been started and is projected to be done the spring of '08, however, one of the high points of this project for Lisbon is that Lisbon does not have any access management ordinances, but once this access management study has been completed the town will be able to use this study as a base for developing an access management ordinance. He said MDOT does not have rules for access management within urban zones, unless the traffic impacts their roads or intersections, then they come into play like on the Rite Aid project, Gendron project, etc. Mr. Brooks said there was nothing left in the AVCOG budget. Mr. Brooks said this is a one time charge for these tasks. Councilor Bowie suggested that for now they pay it from contingency, which will overrun this line, but its unexpected and then later the Council can figure out what transfer is needed to cover it. Councilor Bowie said they had talked about going forward with monthly reviews of the overruns and staying on top of transfers to keep lines from being over.

F. ACTING TOWN MANAGER'S REPORT

Mr. Brooks said coming into this situation he felt it was necessary to make the staff and town employees at ease and everyone understand what their job is and to continue doing it because they are all doing a fine job. He started with a department head meeting, and met with the town office staff and union shop steward(s) getting everyone on the same page, same playing field, and same team. He said a question raised early on was what the status of the comprehensive plan is, and he reported the 2007 Comprehensive Plan had been forwarded to the State by AVCOG. He said he met with ATRC staff and talked about the two tasks just discussed. He met with a number of department heads on issues, and had a very informative meeting with the Town Attorney. He highlighted a couple of topics: 1) he plans to attempt to get the general unit union negotiations moving again, 2) to send a communication to Time Warner trying to get them back to the table targeting the third week of this month, and 3) to discuss the CDBG Revolving loan fund issues. He said part of his discussions included having the Council plan additional workshops so that topics could be talked about without having to vote upon them the same night, giving the Council an opportunity to digest the information. He said remember every Tuesday in September is already booked. He said he met with the Attorney and Economic Development Director on the Tax Increment Financing Districts and CDBG. He said they were working on consolidating all the CDBG files. He said he also had a very good meeting with Councilor Crafts and Director Norris on the future endeavors in town in regards to business. He added that Lisbon has some strong people with some good ideas and that they are really moving ahead with some positive plans here.

AUDIENCE PARTICIPATION - NONE

APPOINTMENTS

VOTE (2007-147) Councilor Bowie, seconded by Councilor Henry moved to appoint Councilor Mason and Councilor Smith to the School Consolidation Committee. **Order passed - Vote 5-0-1** (Abstained: Mason).

VOTE (2007-148) Councilor Smith, seconded by Councilor Crafts, moved to appoint Councilor Larochelle, Councilor Crafts, Councilor Bowie, the Town Clerk Twila Lycette, and Police Chief David Brooks to the Consolidation Polling Location Committee. **Order passed - Vote 6-0.**

VOTE (2007-149) Councilor Smith, seconded by Councilor Bowie moved to appoint Councilor Crafts and Ryan Leighton to the ATRC Policy Committee as voting members and Councilor Mason to this committee as an alternate member. **Order passed - Vote 6-0.**

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VOTE (2007-150) Councilor Smith, seconded by Councilor Crafts moved to appoint Elwood Beal and Jennifer Norris to the ATRC Technical Committee as voting members, and no alternate member at this time. **Order passed - Vote 6-0.**

Councilor Bowie said the reason no alternate member is being appointed is that the plan here is to appoint the new Town Manager to the Policy Committee and move Ryan Leighton to the Technical Committee along with moving Jennifer Norris to the alternate position.

COUNCILOR COMMUNICATIONS

Council Henry said September 11th the Boosters Club will be voting in new officers. She said the Boosters give incredible support to all of our children, and that if anyone has any interest in being an officer or supporting those who are running please attend that meeting at 6:30 PM or contact Linda Morris.

Councilor Crafts said he did have a great meeting with Mr. Brooks and Director Norris, that he was real pleased so far with Director Norris' enthusiasm and energy. He said she has dug into a lot of things and is right on top of everything, there is some great progress being made moving forward for Lisbon that will really prosper our town in the future, its just a matter of continuing to work on it, pressing forward. He said he was really excited about what's happening here in Lisbon.

Councilor Mason said the new trail looks good, that she walked it the other day, and that Mr. Beal's guys are doing a great job. She said she has a meeting with Director Norris tomorrow, and that she and Director Norris will be going to the printer tomorrow to discuss the business info flyer that Mr. Feeney had started. She said this had been a little pet project of hers and felt this was important because Lisbon does have some great businesses in town that the Council wants to try and promote, and that she and Director Norris were headed to the printer tomorrow to lay out the flyer.

Councilor Bowie announced the first Consolidation Polling Location Committee meeting will be on September 17th at Superintendent Welsh's office at 4PM. He asked the Council to think about what date the November 6th meeting should be moved to and Councilor Mason pointed out there were three Tuesdays in October if that is helpful, so they could meet the week before.

EXECUTIVE SESSION

VOTE (2007-151) Councilor Smith, seconded by Councilor Larochelle moved to go into executive session per MRSA Title 1 Chapter 13 Section 405 (6) C and E at 8:00 PM. **Order passed - Vote 6-0.** The legislative recorder was dismissed.

Councilor Wells arrived at 8:08 PM.

The Council came out of executive session at 9:35 PM.

ADJOURNMENT

VOTE (2007-152) Councilor Wells, seconded by Councilor Smith moved to adjourn at 9:35 PM. Order passed - Vote 7-0.

Respectfully Submitted,

Twila Lycette, Town Clerk
Lifetime Certified Clerk of Maine