



**TOWN COUNCIL  
MEETING MINUTES  
OCTOBER 30, 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

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

ROLL CALL. Members present were Councilors Wells, Smith, Bowie, Mason, Crafts, and Larochelle. Councilor Henry was excused. Also present were David Brooks, Interim Town Manager; Judy Hardy-Goddard, Deputy Welfare Director; Elwood Beal, Public Works Director; Jennifer Norris, Economic Development Director; Paul Adams, Water Department Manager; William Bauer, Water Commissioner; James Gurney, Water Commissioner; and approximately five citizens in the audience.

**PUBLIC HEARINGS - NONE.**

**CONSENT AGENDA**

**VOTE (2007-181)** Councilor Smith, seconded by Councilor Bowie moved to adopt the following consent items: A. Minutes of October 9<sup>th</sup>, October 16<sup>th</sup>, and October 22<sup>nd</sup>. **Order passed - Vote 6-0.**

**COUNCIL ORDERS, ORDINANCES & RESOLUTIONS**

ADOPTION AWARENESS MONTH PROCLAMATION

**VOTE (2007-182)** Councilor Bowie, seconded by Councilor Smith moved that the Town Council proclaims the following:

*WHEREAS*, all children need love, support, security and a place to call home; and

*WHEREAS*, in the State of Maine 2,217 children live away from their birth families in substitute care; and

*WHEREAS*, 511 of these children cannot return to their birth families, yet need the security and nurturing that a permanent family can provide; and

*WHEREAS*, of the 511 children, 137 are in need of adoptive homes with 97 waiting for a year or more; and

*WHEREAS*, many of these children have special needs as a result of being abused and neglected; and

*WHEREAS*, there are families able and willing to adopt children who have special needs; and

*WHEREAS*, in 2006, 344 foster children were adopted in Maine, or 15% of the total population of children in care, the highest percentage since 1997; and

*WHEREAS*, children waiting for adoptive parents, and families who have adopted these children require and deserve public agency support,

*NOW THEREFORE*, we the Town Council of the Town of Lisbon do hereby proclaim November 2007 as Adoption Awareness Month throughout the State of Maine, and urge all citizens to celebrate adoption, honor families that grow through adoption, and focus attention on those children who live in the shadow of uncertain future while they wait for a permanent family.

**Order passed - Vote 6-0.**

PUBLIC WORKS SAND BIDS

**VOTE (2007-183)** Councilor Smith, seconded by Councilor Larochelle moved that the Town Council approves a bid of \$10,351.82 from Carl Huston for winter sand. **Order passed - Vote 6-0.**

SOLID WASTE BUILDING REPOINTING BIDS

**VOTE (2007-184)** Councilor Bowie, seconded by Councilor Smith moved that the Town Council approves a bid of \$17,613 to Hascall & Hall for re-pointing and repair of the Solid Waste building.

Mr. Brooks said this project should begin next spring, however, they will hold the price for Lisbon if the contract is signed now. Recently, when these contractors were inspecting the building, they noticed several issues with the roof. A commercial roofing company inspected the roof and found expensive problems to fix. The best solution involves replacing the entire roof, not patching it. Mr. Brooks requested approval for the concrete repair contract now for work to be done this spring and said he would come back with a plan to address the roof issue.

**Order passed - Vote 6-0.**

GENERAL ASSISTANCE RENT MAXIMUMS

**VOTE (2007-185)** Councilor Bowie, seconded by Councilor Smith moved that Appendix C be adopted using the Sagadahoc County maximums for both heated and unheated rent statistics as recommended by the Deputy Welfare Director.

Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	129	554	141	608
1	129	554	141	608
2	141	607	164	707
3	169	728	198	852
4	247	1061	289	1242

Vote by Roll Call: Yeas: Mason, Larochelle, Crafts, Smith, Wells, and Bowie. Nays: None.  
**Ordinance passed - Vote 6-0.** *(Final passage) (Ordinance effective 21 days after the date of final adoption)*

**VOTE (2007-185A)** Councilor Bowie, seconded by Councilor Smith moved that the Town Council adopt the Policy on Treasurer's disbursement warrants as presented striking out the Lapse and Renewal paragraph as follows:

### Policy on Treasurer's Disbursement Warrants

**Purpose.** This policy is to enable the Town of Lisbon to process certain Treasurer's Warrants for payment, without full majority approval of the municipal officers at a duly called meeting, and in accordance with the exceptions noted in 30-A M.R.S.A. Section 5603(2)(A)(1)&(2). These exceptions allow the municipal officers through this policy to permit one or more designated municipal officers to approve a disbursement Warrant for employees' wages and benefits, and to allow for the disbursement of payments for municipal education costs upon approval by the School Superintendent and a majority of the School Board. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

**Delegation of Authority.** Pursuant to the provisions of 30-A M.R.S.A. Section 5603(2)(A)(1)&(2) the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits, and education costs.

1. Disbursements for employee wages and benefits may be made when a disbursement warrant has been signed by one or more designated municipal officers, such municipal officer(s) to be designated by the Chairman of the Town Council.
2. Disbursements for municipal education costs in accordance with a disbursement warrant signed by the school superintendent and approved by a majority of the school board.

**Effective Date.** This policy becomes effective on the date of adoption by the Town Council. Copies shall be furnished to the municipal clerk, municipal treasurer and town manager.

~~Lapse and Removal. This policy lapses one year after the date of adoption, if not sooner amended, reapproved or cancelled. The policy may be renewed at any time before it lapse and may be readopted at any time. (Historical note: amended out within this order)~~

**Original.** The municipal clerk shall maintain the original copy of this policy in accordance with the records of actions of the Town Council.

**Order passed - Vote 6-0.**

## OTHER BUSINESS

### A. EAST AVENUE STREET LIGHT DISCUSSION

Patricia Wrisley, residing at 27 East Avenue for the past 34 years, presented a petition with over 20 signatures requesting the Council install one or possibly two street lights on East Avenue. She said there were absolutely no street lights from the intersection of Second and East Avenue to Huston Street Extension and East Avenue. She said the lights were needed to improve night visibility and to prevent acts of vandalism. She said this section of the street is very dark at night. Councilor Bowie suggested the Interim Town Manger and Public Works Director review this matter to determine what is needed; everyone could potentially ask for a street light in front of their house and all of this comes at somewhat of an expense to the town. Mr. Brooks, acting as Police Chief, recommended two poles; Mr. Beal agreed the street needed lights. Councilor Smith said he would

like to know how much it will cost to add these two poles first. Mr. Brooks said he would come back with the cost for the two poles at the November 20<sup>th</sup> meeting.

#### B. CDBG & CAMPUS AVENUE BUILDING REPORT

Mrs. Norris said she went through all the active loans and then reviewed each loan to see where it stood; she said overall Lisbon has a healthy balance and was in a good position to provide revolving loans to individuals in need in the future. Our IRP-USDA loan balance is quite high. Lisbon needs to loan this money out; she has two speculative clients out there right now. She said there were four loan types: 1) Housing, 2) Commercial, 3) FAME, and 4) IRP-USDA. She said about \$650,000 had already been paid back; out of the \$464,520.14 owed to Lisbon about 18% (around \$85,000) was in question leaving \$379,520.14 in good standing. She said about 32% of that \$85,000 is uncollectible, another 5% is consistently late but most likely collectible, and the remaining 63% requires further research to determine what course of action is required. She said Lisbon is overall in good shape and that she will be looking to fill the vacancies on the revolving loan committee soon.

Mrs. Norris said the building at 4 Campus Street has not sold yet, and winter is coming. She thanked Public Works for cleaning the building making it more attractive to buyers and assisting with winterization measures like removing the air conditioners and repairing the windows. She asked whether or not the Council wanted to heat this building over the winter. Fire Tech said the whole building will not need to be heated; the dry sprinkler system only requires the fire main be heated. The fire main has to be repaired; it has a significant leak in it. The fire main is needed to monitor the building while it is empty. Mr. Moody advised her to repair it, pay for it out of the CDBG Commercial Account, and then recoup the money when the building is sold. She said one option might be to drain the pipes, build an enclosure around the fire main, and install an electric heater, which should cost about \$2-3,000. She recommended this be monitored by Sea Coast in the event there is a high or low pressure in the fire main.

Councilor Smith was concerned that if the structure was not kept warm it could affect the interior walls and asked if this was important. Mrs. Norris said whoever buys it will have to tear it right down to the structure anyway. Councilor Bowie recommended Public Works build the enclosure keeping the fire main heated, that Sea Coast monitor it, and that Lisbon take whatever money is needed to accomplish this from the CDBG Commercial Account to be repaid when the building is sold. Councilor Crafts seconded the idea. No objections were noted. **Councilor Wells announced that Mrs. Norris had the go ahead to drain the pipes, have Public Work build the enclosure needed to keep the fire main heated, have it monitored by Sea Coast, and take whatever money is needed to accomplish this from the CDBG Commercial Account to be repaid later on when the building is sold.**

#### C. DRAGON PIT

Mr. Bauer said the Dragon Pit owners suggested the Water Department obtain an appraisal. Councilor Crafts had previously suggested they get quotes for the appraisal; Mr. Bauer obtained three quotes as follows: 1) \$3,000, 2) \$800, and 3) \$6,000. Mr. Bauer said he asked the owners to give Lisbon the right to first refusal in exchange for the appraisal information, but the owners declined. He said the dilemma is over why they should have this done if they can't purchase this piece of property when the time comes. He said Mr. Samson indicated the \$800 appraisal would produce the information needed; Mr. Bauer said he was reluctant to move ahead until he had Council input.

Mr. Bauer said the big problem here is with the pond; they went down into the aquifer when they excavated gravel out of it. He said stricter zoning control is needed in this area to protect our water source; the Water Department is working with Ferg Lee from AVCOG on an ordinance entitled "Groundwater Protection." He said the Planning Board is reviewing this ordinance and eventually it will be given to the Council for adoption.

Mr. Bauer said there were two avenues to take: 1) have the appraisal done and possibly pick up the property and then do with it as the town sees fit, or 2) impose zoning regulations that would ensure our water source is protected.

Councilor Crafts suggested Lisbon spend \$800 for the appraisal due to the seriousness of the issue; then discussions could follow once the value is known. Mr. Bauer said the Water Department would pay for the appraisal; however, the Water Department could not purchase the property.

Councilor Larochelle wanted to know what plans Lisbon would have for protecting it if Lisbon did own it. Councilor Smith said he was in favor of obtaining this appraisal. Councilor Crafts said this was good information for the Town to have. No objections were noted. **Councilor Wells confirmed the Council's agreement to have the Water Department spend \$800 on the appraisal.**

#### D. TOWN MANAGER'S REPORT

Mr. Brooks said he had been meeting weekly with the Town Attorney. The Lisbon Community Policing Group is getting ready to present a draft Pawnbroker Establishment Ordinance on December 4th. The audit is still in progress. Mr. Moody officially retired October 19<sup>th</sup>. The Finance Department personnel now reports directly to Mr. Brooks; Mr. Moody will stay on under contract and continue to supervise work and productivity only. The Library project began on a Monday and was completed on a Friday; the project when completed was just over \$9,800. The paving on Pinewoods Road is done; there is still more work to do because the level of the road was raised so driveway aprons need to be resolved. Mr. Brooks said he was hoping to find a way to address the solid waste roof repair project through the 2006 bond since the roof needs to be repaired prior to having the walls fixed. Public Works could not fit in the landscaping work at the boat launch this fall so the rest will be done in the spring; \$8,000 will be held out of the 2006 bond to complete this work. The Teen Center ceiling and lighting project bids came in; \$4,000 was allocated for this project, however just the ceiling alone came in at \$3,400. Mr. Brooks reminded the Council that the overall bottom line for the 2006 bond still looked real good. Great Falls TV agreed to switch Wednesday's time for Thursday's time; the November 20 Council meeting will be the first meeting aired at the new time on Thursday, November 22. Mr. Brooks announced a workshop on November 13; topics include a discussion on TIF's, along with the Victualer's Ordinance, purchasing policy, and LD1 past/present/future.

#### **AUDIENCE PARTICIPATION - NONE.**

#### **APPOINTMENTS**

**VOTE (2007-186)** Councilor Bowie, seconded by Councilor Mason moved to appoint Phil Levesque to the Technology Committee. **Order passed - Vote 6-0.**

**VOTE (2007-187)** Councilor Bowie, seconded by Councilor Smith moved to nominate one Councilor to the Route 196 Access Management Study Steering Committee. Councilor Bowie nominated Councilor Larochelle. Councilor Bowie nominated Councilor Crafts as an alternate.

Mrs. Norris said there will be eight to ten members on this committee; they have not yet determined when they will meet. Meeting dates and times will be determined by the group that ends up being appointed. **Council vote as nominated passed - Vote 6-0.**

#### **COUNCILOR COMMUNICATIONS**

Councilor Crafts said he recently attended an ATRC meeting; the committee went over a priority list of projects and Route 9 was third on this list, however Mr. Leighton requested Route 9 be switched to second citing safety concerns. Mr. Bennett suggested a separate category for safety concerns.

They created two lists, which moved Route 9 to the second position on one list so when funding does come in Lisbon will be at the top of the list.

Councilor Smith commended Public Works for stepping up recently and covering the many areas that needed attention, which has not gone unnoticed.

Councilor Mason said the School Consolidation meetings were moving right along. She said it's a skeletal plan and that they were trying to work into it all the details needed. She said Councilor Smith and her were assigned to the Governance Committee. They are reviewing the details now trying to determine how this regional school board will work as it relates to policies and procedures. The other committees are mostly waiting for information from each other, meaning our District and SAD 75. She said Topsham, Bowdoin, Bowdoinham, and Harpswell have been very good to work with and that Lisbon couldn't have asked for a better group of people to work with; everyone is very accommodating and considerate of each other.

Councilor Bowie encouraged Public Works and the Town Engineer to attend the upcoming drainage workshop.

Councilor Wells said the Council would be interviewing eight candidates on November 5<sup>th</sup> and 8<sup>th</sup> and passed out interview questions for the Council to review.

#### **EXECUTIVE SESSION - NONE.**

#### **WORKSHOP**

#### **WATER DEPARTMENT DISCUSSION**

Councilor Wells announced at 8:23 PM the meeting would stand at recess for 15 minutes. The Council resumed its regular meeting at 8:45 PM.

Councilor Wells pointed out that the Town had received several complaints about the notices they send out for past due amounts. Councilor Bowie recommended the overdue notices cite PUC regulations using a friendlier tone. Mr. Bauer and Mr. Gurney agreed to change the letters they mail out to resident with overdue balances. Mr. Bauer said the Water Commissioners will invite the Burkes and the Council to the next Water Commission meeting to discuss who is responsible for repairs. Mr. Bauer and Mr. Gurney requested future complaints be directed directly to the Water Commissioners.

Suggested topics for the next joint meeting were: Paying for water meter readings/billing issue, billing software, and sending monthly bills instead of quarterly.

#### **ADJOURNMENT**

**VOTE (2007-188)** Councilor Smith, seconded by Councilor Mason moved to adjourn at 9:25 PM.  
**Order passed - Vote 6-0.**

Respectfully Submitted,

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Twila Lycette, Town Clerk  
Lifetime Certified Clerk of Maine

*These minutes are not verbatim. Cassette tapes are filed in the Town Clerk's Office.*