



TOWN COUNCIL  
WORKSHOP MEETING MINUTES  
NOVEMBER 28, 2006

Charles Smith – At Large  
Layne Curtis – At Large  
Michael Bowie – At Large  
Gina Mason – District 1  
Janet Henry – District 1  
Dale Crafts – District 2  
Norma Wells – District 2

CALL TO ORDER. The Chairman, Michael Bowie called the meeting to order at 7:00 PM.

ROLL CALL. Members present were Councilors Smith, Curtis, Bowie, Mason, Henry, Crafts, and Wells. Also present were Curtis Lunt, Town Manager; and Michael Therriault, Attorney.

CHARTER ITEMS

LISBON ORDINANCE, CODE, AND PURCHASING POLICY REVIEW

Mr. Lunt stated that, according to the Town Attorney’s notes, site plans, administration, and business are high priority items. Councilor Bowie stated that if ordinances were in place regulating services from providers, there would be more leverage during negotiations. Councilor Wells suggested delegating ordinance revisions to the department heads or to Mr. Lunt as appropriate and that a time limit is placed on their completion. The Council agreed by unanimous consensus to delegate ordinance revisions as proposed by Councilor Wells. Administration ordinance revisions are due by the end of December.

*Chapter 10, Businesses.* Telecommunications is considered paramount. Mr. Lunt stated that the Town Clerk is involved in vendors and victualers, and that the current ordinance is modern, needing very little updating. Michael Therriault stated that he spoke with Time Warner, who has suggested dates for negotiation in the middle of January. Councilor Bowie stated that it would be easier to negotiate from an ordinance perspective. Mr. Lunt said that Chapter 10 revisions could be completed by January not including the telecommunication portion. Mr. Therriault explained that there are drafts available from the previous aggressive negotiations with Adelphia. The Council requested that a draft of the telecommunications portion of the ordinance be written and ready for review for the first meeting in January. Mr. Lunt said he would draft a list of issues involved in the revision for review at the next scheduled meeting.

*Chapter 62, Site Plans.* The current Site Plan ordinance is currently considered a barebones tool. Subdivisions and Zoning ordinance revisions require the use of the Comprehensive Plan. Councilor Curtis explained that a draft of the Comprehensive Plan is ready and will be available in no more than a couple of months. The Council agreed by unanimous consent to delegate revision of Chapters 62, 66, and 70 to Gerald Samson, Michael Cote, Roger Therriault, and the Planning Board. The revision is due by the end of March. The Council recognized that the Planning Board may create a sub-committee to do the revision.

*Chapter 90, Personnel Policy.* According to Article 5, Section 5.23, a pay scale policy is required for all positions, though a high level of detail is not necessarily needed. The Town Manager is considered the Human Resources Director. Currently performance evaluations are mandatory for all employees, and department managers are receiving evaluations from Mr. Lunt. Mr. Lunt explained that in the past non-union raises have been difficult to get passed at Town Meeting. The Council agreed by unanimous consent to delegate the revision of Chapter 90 to Mr. Lunt, and that it should be started in April to be presented in June.

*Chapter 22, Manufactured Housing, Mobile Homes and Trailers.* The ordinance is considered outdated and is currently not in compliance with state laws. Information from the Comprehensive Plan will be used in the revision. The Council agreed by unanimous consent to delegate revision of Chapter 22 to Gerald Samson, Michael Cote, Roger Therriault, and the Planning Board. The revision should begin in April.

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*Chapter 86, Financial Policies.* The Council discussed the possibility of passing the financial policies as ordinances, though they agreed that it would constrict their ability to be financially flexible.

The Council agreed by unanimous consent to delegate medium and low priority items to department heads for review and recommendations. The Council will review recommended changes during scheduled presentations by each department, and the Town Attorney will review revisions for legal issues.

#### TOWN MANAGER CONTRACT

Councilor Bowie stated that according to the Charter the Town Manager must operate under a contract, though the language leaves the term length open. Mr. Lunt explained that the contract was meant to be an option, not a requirement. Councilor Smith, who served on the Charter Commission, said that he would research his notes and discuss the intent of the language with other Commissioners. Mr. Therriault stated that most towns have contracts to define compensation, accountability, and sometimes terms of office. Councilor Wells expressed concern that if performance is at a sub-par level in the first year of a three-year contract, the Town could be forced to pay all three years if they let the person go. Mr. Therriault explained that this would only be an issue if the contract was written to include that language. Councilor Bowie asked what the guidelines were for evaluating the Town Manager; Mr. Therriault explained that some guidelines are already in the Charter. Councilor Curtis suggested that the Town Attorney submit a proposal for a contract before the Council decides. The Council agreed by unanimous consent to hold an Executive Session on December 12, 2006 to review a preliminary contract and discuss the possibility of implementing one.

Councilor Crafts requested a professional estimate for fixing the current fire truck. Councilor Wells asked how the Council could appropriate the funds or take them from undesignated surplus. Councilor Bowie explained that they can approve a supplemental appropriation under \$100,000 per the Charter.

#### TIF FINANCING LISTS

The item was considered a medium priority, and the Council agreed by unanimous consent that Dan Feeney should provide a write-up on TIFs.

Councilor Wells left at 8:24 PM.

Rite Aid is not asking for TIF funds, and someone has decided to purchase the old Food City building with the intent of tearing it down and building a Family Dollar store.

Councilor Wells returned at 8:26 PM.

#### COMPREHENSIVE PLAN

Councilor Curtis explained that the Comprehensive Plan is created for the individual Town, and includes policies, a zoning map, future land usage, and an inventory of Town-owned capital. Without a Comprehensive Plan, state law prohibits zoning. The document is a recommendation, and is used as a guideline for zoning and policies. The Council has to adopt the Plan, and proceedings for adoption are scheduled to begin April 1<sup>st</sup>.

#### BOARD OF ASSESSMENT REVIEW

Chapter 2 provides that the Town Council must appoint a Board of Assessment Review of five members, and adopt ordinances outlining the terms of office. 12-31-06.

#### WATER COMMISSIONERS & BUDGET ADVISORY BOARD WORKSHOP

Mr. Lunt suggested that both meetings be held as a workshop on December 12, 2006 before the Executive Session. Mr. Lunt will be speaking to the School Superintendent regarding budget schedules and will get

the dates to the Council. The Council agreed by unanimous consent to meet with both the Water Commissioners and the Budget Advisory Board on January 23, 2007.

## LEGAL MATTERS

### CABLE TV FRANCHISE

Review was held during prior discussion of Chapter 10, Businesses.

### INDUSTRIAL PARK PUBLIC PRIVATE PARTNERSHIP

\$4.4 million is expected from the State as a reimbursement for the financial losses expected from the closure of the Brunswick Naval Air Station and to help develop industry.

### FARWELL MILL RESOLUTION

The Farwell Mill has delayed payment on a mortgage held by the Town due to a lack of profit. The Mill has never satisfied the Town to that effect, and the Council asked that legal options be explored. Mr. Lunt said that a letter was sent to the Mill on this matter. The Council agreed that this is a high priority item, and requested an update in February.

## BUDGET

### COUNCIL GOALS

Mr. Lunt requested input from the Council regarding budgets, and stated that the information would be beneficial for finalizing them. The Council will discuss guidelines for the budget during the second meeting in December. The Council agreed that their main goal is to not increase the tax rate.

### TABOR RESULTS

Mr. Lunt explained that representatives in the legislature are drafting more tax reform bills.

### BUDGET SCHEDULE

Mr. Lunt explained that two public hearings need to be held in January regarding the budget, one before and one after the budget hearings. He also reminded the Council that guidelines for Budget Advisory Board involvement have not yet been addressed. Councilor Wells suggested inviting the Budget Advisory Board to the initial overview meeting to reduce the number of overview presentations needed.

### GENERAL BUSINESS

Items taken out of order.

*Item 19, Pursue Route 9 Funding.* Councilor Mason said that there was a recent accident that involved a man pushing people off the road, and added that the road safety needs to be addressed. Mr. Lunt stated that the state has been informed of the issue, and that it is a life or death situation. Councilor Curtis said that the MDOT has never asked for ATRC to discuss the issue.

*Item 14, Ethics Policy.* Councilor Bowie explained that this is separate from the personnel policies because it also applies to elected and appointed officials. The Council agreed to delegate revision of the policy to the Town Manager, and set a due date of February, prior to budget hearings.

*Item 15, Purchasing Policy Updates.* Councilor Curtis said that there have been several hot pressing issues in the last six months, and requested that information about potentially difficult topics be given to the

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Council the meeting prior to the agenda item to allow for better decisions. The Council agreed by unanimous consent to delegate the revision to the Town Manager, and required completion by May.

*Item 16, Consolidation of Parks and Recreation.* The Council agreed by unanimous consent to delegate revision of the policies in chapter 74 in conjunction with the consolidation to the Recreation Director.

*Item 17, Revaluation.* There is no precise due date of a revaluation required by law, though homes listed below 70% of the actual value have to be revaluated. The Council agreed that this is a low priority item, and agreed to discuss it in July of 2007.

*Item 18, Acquisition of Union Street House.* The building has already been purchased, though demolition costs have not been budgeted. Mr. Lunt explained that he is trying to get estimates now, and that it may become a budget issue.

*Item 21, Dead End Roads.* Councilor Curtis requested an estimate of how much would be saved by not plowing the dead end roads. Councilor Bowie explained that there is a legal process to abandon the roads. Three roads are being considered for abandonment, and the abutters would need to be notified should the Council wish to start the process. The Council requested a cost evaluation for abandoning the roads.

*Item 22, Public Works Garage.* Councilor Crafts offered a rough plan for adding on to the existing building, which would include new offices, carports on the outside of the building, and would double the current under-roof space.

Councilor Henry left at 9:17 PM and returned at 9:19 PM.

He explained that the plan could save approximately \$100,000, though it does not address air quality or insulation costs. Councilor Smith suggested that the plan be discussed with the architect and Town Engineer. Councilor Wells suggested educating the voters through mailings, which would need to be budgeted. Councilor Crafts suggested that during the construction the office workers be moved to the now-vacant Recreation office at the Town Office.

#### ADJOURNMENT

The Council adjourned at 9:29 PM.

Respectfully Submitted,

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Juliet C. LeBlond  
Assistant Town Clerk  
Lisbon, Maine

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

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