AGENDA
PLANNING BOARD MEETING (SPECIAL)
THURSDAY OCTOBER 6, 2016
LISBON TOWN OFFICE
7:00 P.M.

1. TO ORDER
2. ROLL CALL

___ Don Fellows (Chairman)
___ Karin Paradis (Vice-Chair) ___ Dan Nezol ___ James Lemieux (Assoc.)
___ Curtis Lunt ___ Scott Hall ___ (Vacant)

3. CHAIRMAN'S REVIEW OF MEETING RULES

4. WRITTEN COMMUNICATIONS - Minutes of September 22, 2016

5. UNFINISHED BUSINESS -

6. NEW BUSINESS - **Planning Board Endorsement of November 8, 2016 ballot questions**

Attached is the draft voter letter from the Town Manager that explains the need. This is a letter proposed to be mailed to voters to bring attention to the matter before the town votes.

It is recognized that this is a short turn around for the letter whether we endorse or not since absentee voting at the town office begins on October 11th.

We can certainly debate the merits of endorsement while at the meeting. Diane will be there to field any questions.

7. OTHER BUSINESS -

8. TOWN PLANNER - OFFICIAL BUSINESS

9. CODE ENFORCEMENT OFFICER - OFFICIAL BUSINESS

10. ADJOURN

LISBON PLANNING BOARD – MEETING/HEARING RULES

The Board welcomes everyone to the meeting of the Lisbon Planning Board. If this is a meeting which will include a hearing, some special provisions will apply and are listed below. While we value the input of every interested person, we must limit the comment period in order to conduct business in a timely fashion.

Meeting Format – The format for each meeting (whether regular or special) shall be in strict accordance with Article 4, Section 4.1.6 of the Planning Board Bylaws. *Please note that the **Chair may change the order of business for the current meeting upon a majority vote of the Board.***

All meetings shall be conducted in such a manner as to be completed within two and one half (2.5) hours of commencement. The Board, by unanimous consent, may decide to extend a meeting but only at the point where the meeting can be concluded within another hour. Any action after that point requires a tabling or postponing order.

Public Participation – With regard to participation by the public, all comments to the Board and from the Board shall be made through the Chair. The attending public may participate as follows:

- During Regular Meetings- is **allowed at the discretion of the Chair**, but only after introduction of an agenda item and appropriate motions with time for explanation and Board member questions. The public may be allowed to comment, but during that period, the **public may address that agenda item only** and each participant shall be limited **two (2) minutes**. Each participant may address the Board only one time unless requested by the Chair to comment further, and the Chair may limit time for comments to no more than **ten (10) minutes in total** on any one agenda item. **A member of the public who wishes to comment on an item not on the agenda may be allowed to speak during the "Other Business" portion of the agenda.**

- During Workshops – **The attending public may not participate** unless the Chair allows or requests such comment.

- During Site Visits– This is a **special meeting** in all respects except that **the public is not allowed to participate.** Although the public is allowed to be present, comments and explanations will only be accepted by Board members and an applicant or agents representing an applicant. Only participant comments may be considered in any notes taken for minutes of such meeting.

- During Hearings – The attending **public may speak only in accordance with the specific rules** set up for hearings.

  - The public must comment only when specifically allowed. **The Chair shall emphasize that no decisions are made during the hearing and the process may not conclude during the regular current meeting.** Finally, **the Chair will state that order must be maintained and is required of all participants.**
  - There will be a Call by the Chair to open a specific hearing with case number followed by a Call for a **Presentation by the Applicant or Representative or attorney and witnesses without interruption**. Then general **questions may be asked through the Chair to the applicant by Board members and people who will be directly affected by the project (e.g., abutters)**. Then requests for more detailed information on the evidence presented by the applicant will be allowed by the same parties.
  - **Next** there will be a call for presentations by **abutters or others** including their attorneys and witnesses, who will be **directly affected by the project.**
  - Then **questions** through the Chair, **by the applicant and Board members to the people directly affected** and the witnesses who made presentations will be allowed.
  - **Next there may be rebuttal statements by any of the people who testified previously.**
  - Following that, **comments or questions by other interested people** in the audience will be entertained. Comment by those other interested people in the audience will be limited in the same fashion as for regular meetings, i.e. **two (2) minutes per person and ten (10) minutes overall.** The hearing will be closed at the end of public comment.

- It is important **that respect for each person** be considered. There will be opposing views and opinions and all will be considered without impunity. All persons speaking within the guidelines delineated herein will be treated with respect and allowed to complete the statement or viewpoint. **Any individual who speaks out of turn or in such a manner as to be considered unruly by the Chair, may be warned and then removed** if the situation creates a significant disruption of the orderly conduct of the business of the Board.

Town of Lisbon

Diane Barnes
Town Manager

Town Council
Roger Bickford, Chairman
Eric Metivier, Vice Chairman
Chris Brunelle
Dale James Crafts
Norm Albert
Kasie Kolbe
Allen Ward

September _____, 2016

TO THE VOTERS OF THE TOWN OF LISBON:

This letter is to give you some background information on 4 of the 5 local questions that will be on the November 8, 2016 ballot, so you will have a better understanding on what the questions are and what it would mean to the citizens of Lisbon.

Question #1: **(Purchase Front End Loader Bond Order) $150,000.00**

Approval of this order will allow the Town to purchase a new loader to replace the 1999 Case loader that has an excess of 10,000 hours and is in need of a new transmission along with multiple other repairs associated with a piece of equipment of this age and hours. This piece of equipment is essential for winter snow removal.

Question #2: **(Road Paving Bond Order) $1,500,000.00**

This bond would reclaim and pave Bowdoinham Road, Gould Road, and Summer Street.

Note: ***The two bond questions together may result in a tax increase of $ .30 per one thousand of assessed value. The Town Council supports these bonds.***

Question #3: **(Article IV-School Department Sec. 4.06. Major Appropriation–Charter Amendment)**

EXPLANATION: This Charter Amendment increases from $100,000 to $250,000 the cost-per-unit amount of School Department capital equipment expenditures that must be submitted for approval at a Town-wide referendum. ***The School Committee, School Facilities Committee and Town Council support this amendment.***

Example: If a roof were to fail because of a weather event and is covered by insurance if the cost to repair is over $100k then it would have to go to referendum to approve use of the insurance money. (Under current language.)

Question #4: **(Article VI. - Financial Provisions Sec. 6.08. - Capital Program–Charter Amendment)**

EXPLANATION: This Charter Amendment increases from $100,000 to $250,000 the cost-per- unit amount of town capital expenditures that must be submitted for approval at a Town-wide referendum. ***The Town Council supports this amendment.***

This change is essential to ensure the Town can meet our financial and scheduling obligations associated with planned Maine DOT and Town infrastructure improvements.

Scheduled MDOT: (Main Street Reconstruction, Rt. 196 to Main St. Mill & Fill, Rt. 196 & Rt. 125 Intersection, & Rt. 125 from Huston St. to the Urban Compact line)