



AGENDA
COUNCIL MEETING
MARCH 21, 2023
LISBON TOWN OFFICE
7:00 P.M.

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
___ Councilor Lunt ___ Councilor Fellows ___ Councilor Larochelle ___ Councilor Keller
___ Councilor Moore, Jr ___ Councilor Robishaw ___ Councilor Cain
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
A. Victualer's License for Elite Nutrition
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2023-47 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 285,842.07
 - B. Municipal Payroll Warrants – \$ 218,720.78
 - C. School Accounts Payable Warrants– \$ 100,152.00
 - D. School Payroll Warrants – \$ 748,487.95
 - E. Minutes of March 7, 2023
 - F. Approve Road Name Request for Martinez Lane off King Road
 - G. Victualer's License for Elite Nutrition
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2023-48 ORDER – Amendment to Appendix C Fee Schedule – Parks & Recreation
2023-49 ORDER – Council Working Rules – Policy Update
2023-50 ORDER – Water Department General Obligation Bond Approval
8. OTHER BUSINESS
 - A. Municipal Revenues
 - B. Safety Committee Formation & Discussion
 - C. Council Committee Reports:
 1. School Committee – Councilor Lunt/Cain
 2. Planning Board – Councilor Fellows
 3. Lisbon Development Committee – Councilor Lunt
 4. Conservation Commission – Councilor Moore
 5. Parks & Recreation Committee – Councilor Larochelle
 6. County Budget Committee – Councilors Moore/Lunt
 7. Library Governing Board – Councilor Keller
 8. Water Commission – Councilor Fellows
 9. Finance Committee – Councilor Robishaw
 - D. Town Manager's Report
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT
2023-52 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



Town of Lisbon

Glenn Michalowski
Town Manager

Town Council

Christine Cain
Don Fellows
Jo-Jean Keller
Fern Larochelle
Mark Lunt
Harry Moore, Jr.
Ray Robishaw

MEMO: RECOMMENDATIONS

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Recommendations
Date: March 21, 2023

Consent Agenda Items 2023 – 47 F

F. Approve road name request for Martinez Lane, off King Road

Raul Martinez requires an address for his property off King Road. In order to give him an address, we need the road to his property named.

He would like to name it "Martinez Lane".

This new road is located at R09-026-C-1.

Amy Wiers, Addressing Officer, has discussed this name with Ryan McGee, Police Chief and Nate Leclair, Fire Chief, which they have approved.

This road name meets E-911 standards and is in compliance with the Town's road naming ordinance Sec. 46-93.

RECOMMENDATION

To approve the road name Martinez Lane as presented by the Addressing Officer.

Agenda Item 2023 – 48

Amendment to Appendix C Fee Schedule – Parks & Recreation

Per the Town Attorney, Sec. 30-90 provides that fees are "set by the Council." This can be done by order and does not require an ordinance change. It is also in keeping with precedence, per minutes of 05/04/2021.

Recreation and Parks (Proposed) Fee Changes

Summer Day Camps –

- Resident from \$475 to \$550
- Non Resident from \$550 to \$750
- Sibling Discount increases from \$25 to \$50

Summer Sports Camps

- \$30 programs increase to \$35
- Non Resident from \$45 to \$50

Before School

- Daily from \$4 to \$5
- Weekly – from \$15 to \$18

COUNCIL RECOMMENDATIONS

March 21, 2023

After School

Daily – from \$12 to \$15

Weekly – from \$50 to \$65

Football

7th/8th Grade from \$85 to \$90, non-resident from \$90 to \$95

Youth (5th/6th) from \$75 to \$80, non-resident from \$80 to \$85

Pewee (3rd/4th) from \$70 to \$75, non-resident from \$80 to \$85

Flag (K-2) from \$35 to \$40, non-resident from \$50 to \$55

Fall Soccer

\$35 to \$40, non-resident from \$50 to \$55

Winter Basketball

\$35 to \$40, non-resident from \$50 to \$55

MTM Rental

Non-profit room rental fee to \$20

For-profit room rental fee from \$30 to \$40

Non-profit gym/Pavilion rental fee from \$30 to \$40

For-profit gym/Pavilion rental fee from \$60 to \$75

Kitchen rental fee from \$50 to \$100

Add Graziano Square Rental rates at the same rate as MTM Pavilion

RECOMMENDATION

Approve amendments to the Parks & Recreation Fees, Appendix C Fee Schedule per the Parks & Recreation Director’s recommendations.

Agenda Item 2023 – 49

Council Working Rules – Policy Update

Sec. 74-201. Working rules for town council.

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Attendance. Attendance by councilors in person is expected. Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. **Only two (2) [consecutive] absences from regularly scheduled Council meetings will be excusable for reason of vacation, even if the Council member is able to attend by remote means.** A limit of seven (7) excused absences over a one year session shall trigger Council review.

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RECOMMENDATION

Adopt Town Council working rules as presented to be effective upon adoption.

Agenda Item 2023 – 50

Water Department General Obligation Bond Approval

BOND AUTHORIZATION ORDER

WHEREAS, by referendum vote conducted on November 5, 2019, the voters of the Town of Lisbon ratified an Ordinance, duly passed by the Town Council of the Town of Lisbon, which authorized the issuance of up to \$6,000,000 in general obligation bonds of the Town to finance various Water Department projects, including but not limited to upgrading meter reading equipment, purchasing equipment and replacing failing infrastructure, including infrastructure on and around Route 125 in the Town of Lisbon (the "Project"); and

WHEREAS, the Water Department has determined that it is ready to conduct another \$1.5 million in improvements related to the Project; and

WHEREAS, the Water Department and the Town Council have determined that the interest of the Town will best be served by issuing the Town's \$1,500,000 2023 General Obligation Water Bond (the "Bond") through the Maine Municipal Bond Bank's General Resolution program, Spring 2023 issuance (the "Bond Issuance") to finance the Project;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that the Finance Director and the Town Manager are authorized to participate in the Bond Issuance, and to prepare and sign such forms, certificates, applications and other documents as they deem necessary or convenient to accomplish that purpose, and further that the issuance of the Bond, subject to the terms and conditions of the Bond Issuance, is hereby approved.

RECOMMENDATION

Authorize the Finance Director and the Town Manager to participate in the Bond Issuance, and to prepare and sign such forms, certificates, applications and other documents as they deem necessary or convenient to accomplish that purpose, and further that the issuance of the Bond, subject to the terms and conditions of the Bond Issuance, is hereby approved.

Agenda Date: 03/21/2023

| Date | Brenda Martin | Municipal Accts Payable | |
|----------|---------------|-------------------------|-------------------|
| 3/6/2023 | 3012023 | \$ | 10,389.37 |
| 3/8/2023 | 3072023 | \$ | 275,452.70 |
| | | \$ | 285,842.07 |

| Date | Rebecca Hayslip | Municipal Payroll Warrants | |
|----------|-----------------|----------------------------|-------------------|
| 3/8/2023 | 230309 | \$ | 184,443.95 |
| 3/8/2023 | 2303W1 | \$ | 18,669.96 |
| 3/9/2023 | 03052023 | \$ | 15,606.87 |
| | | \$ | 218,720.78 |

| Date | Louise Levesque | School Accts Payable | |
|----------|-----------------|----------------------|------------|
| 3/7/2023 | 2319 | \$ | 100,152.31 |

| Date | Eva Huston | School Payroll Warrants | |
|-----------|------------|-------------------------|-------------------|
| 3/8/2023 | 1119 | \$ | 248.14 |
| 3/8/2023 | 1118 | \$ | 16,918.54 |
| 3/8/2023 | 1117 | \$ | 251,693.65 |
| 3/8/2023 | 1116 | \$ | 775.38 |
| 3/8/2023 | 1115 | \$ | 104,671.65 |
| 3/8/2023 | 1114 | \$ | 144.68 |
| 3/15/2023 | 1120 | \$ | 359,958.58 |
| 3/15/2023 | 1121 | \$ | 13,147.96 |
| 3/15/2023 | 51 | \$ | 929.37 |
| | | \$ | 748,487.95 |



**TOWN COUNCIL
MEETING MINUTES
MARCH 7, 2023
LISBON TOWN OFFICE
6:00 PM MEETING**

**Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023**

CALL TO ORDER. The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

ROLL CALL. Members present were Councilors Cain, Fellows (remote attendance), Keller, Larochelle, Lunt, Moore, and Robishaw. Also present were Glenn Michalowski, Town Manager; Dr. Richard Green, School Superintendent; Kayla Tierney, Finance Director; Nate LeClair, Fire Chief; School Committee Members Kelli Rogers, Len Lednum, Margaret Galligan-Schmoll and Laura Craig; and Finance Committee member Kevin Ridley. There were no citizens in the audience.

GOOD NEWS & RECOGNITION- NONE

PUBLIC HEARINGS

- A. SPECIAL ENTERTAINMENT PERMIT FOR FLUX RESTAURANT, LLC**
- B. LIQUOR LICENSE FOR OLIVE PIT BREWING CO., LLC**

The Chair opened and closed the Public Hearings with no comments.

AUDIENCE PARTICIPATION & RESPONSE FOR AGEND ITEMS

Kelli Rogers, resident and School Committee member asked that the Council keep in mind as they listen to the Budget presentation, that the School Department has worked very hard over the last couple of years to rebuild the School System and have made sure the needs of the children are met.

CONSENT AGENDA

VOTE: (2023-38) Councilor Larochelle, seconded by Councilor Cain moved to accept the Consent Agenda Items as follows:

- A. Municipal Accounts Payable Warrants - \$ 253,353.84
- B. Municipal Payroll Warrants - \$ 248,757.52
- C. School Accounts Payable Warrants - \$ 144,717.48
- D. School Payroll Warrants – \$ 356,586.19
- E. Approve the Minutes of February 21, 2023
- F. Special Entertainment & Liquor License for Flux Restaurant, LLC and
- G. Set Public Hearing for March 21st for Victualer’s License for Elite Nutrition

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order passed – Vote 7-0.**

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

LIQUOR LICENSE FOR OLIVE PIT BREWING CO., LLC

VOTE: (2023-39) Councilor Fellows, seconded by Councilor Larochelle, moved to approve the Liquor License for Olive Pit Brewing Co., LLC.

**Roll Call Vote: Yeas – Moore, Robishaw, Fellows, Keller, Larochelle and Lunt. Nays – None. Abstain – Cain.
Order Passed 6-0.**

SCHOOL BUDGET PRESENTATION TO COUNCIL AND FINANCE COMMITTEE

INTRODUCTION:

Dr. Green stated the proposed 2023-24 school budget figures that he shared with the Council and Finance Committee, as in the past, still have a few remaining variables that could impact the budget both positively and negatively. An overview of the financials is summarized by the updated Subsidy Comparison Report dated March 1, 2023, and a list of the remaining variables is provided below as part of my presentation this evening.

Over the last few years the Lisbon School Department has been faced with many challenges as a result of the COVID-19 pandemic, the negative impact that the pandemic has caused on the social and emotional well-being of our students and staff is still unknown. With that being said, the Lisbon School Committee has been proactive in acknowledging these increased needs by adding additional staff to provide the services required to help identify and support our students and staff. Another direct result of the pandemic involves the fact that since the start of the pandemic the housing market in Lisbon has been one of the most active in the entire state. As a result, our total student enrollment has continued to increase to numbers higher than they were prior to the pandemic. The Lisbon School Committee has also been aware of these increased numbers and again tried to be proactive by adding additional classroom staff to keep the average classroom sizes manageable. Adding all of these additional supports and services have come with a cost that has impacted our proposals the last two years and we would like to thank the Town Council and voters for their continued support. With that being said, the 2023-24 proposed budget has been directly influenced by our current student enrollment numbers which has resulted in the Lisbon School Department receiving an additional \$776,847 in state subsidy. This additional funding has allowed us to present an initial proposal this evening that would result in a decrease to the local taxes of \$32,194. Although this amount is not significant enough to make much of a noticeable difference in your individual tax bills, the current proposed budget focuses on our needs while also addressing the financial challenges that we are all facing in this current economy.

As in the past, any changes to our budget will be included in updated Subsidy Comparison Report's as most people have been generally more interested in knowing what the actual impact will be to their local taxes. As you can see from the Budget Summary Report, the majority of the increases to this budget are the direct result of our increases in salaries and benefits. Currently we have insurance budgeted for 9% and we are also honoring and following the approved process that we agreed to as we continue our negotiations with the LEA.

Budget Goals/Focus

Our primary goal for the 2023-2024 school budget was to maintain the current student programs and services by including the \$164,425 of federal money (ARF Funds) that was used to pay for support services for trauma and guidance related staff in our general budget. Like last year, we are well aware of the current economic situation facing members of our communities and the additional state subsidy has allowed us to prepare a budget that doesn't have any increase to the local taxes. As always, we will continue to look at our current programs and services to make sure that we are operating in the most efficient manner and we will consider additional restructuring through attrition and needs that will be addressed through our professional conversations.

Subsidy Comparison Report (3/1/2023)

As you can see from the updated 3/1/2023 Subsidy Comparison Report, the total operational cost increase for the 2023-24 school year is \$569,154 with a decrease in the local taxes of \$32,194.

Additional Areas of Potential Savings/Costs (Variables)

Anticipated/Actual Resignations (Restructuring)

~~Anticipated/Actual Retirements (March 1st)~~

Capital Reserve

Gartley Street School

Health Insurance

LEA Negotiations (On-Going)

Regular Instruction Reserve Account Transfer

Service Center (WMESC)

State Funding (Enrollment)

Special Education (Enrollment)

Unanticipated Revenue

Unassigned Fund Balance

Notable Increases, Decreases and Transfers

Salaries/Benefits

- Salaries (\$554,426)

- Insurance 9% (160,358)

Trauma Support Services (50%)

Maintenance Contract

MSMA Insurance

Purchased Services (Accounting Software, JMG)

LISBON BUDGET PRIORITIES

2023-2024

- Improve and/or increase, when possible, all existing programs with a focus on students' academic and social emotional growth.
- Remain focused on our mission and vision.
- Maintain existing 5-year Capital Plan.
- Consider technology improvements.
- Maintain professional development and time for staff.
- Maintain program/facility improvements linked to the New England Association of Schools & Colleges (NEASC) recommendations at Lisbon High School and general facility improvements at Lisbon Community School, Philip W. Sugg Middle School and Gartley Street School.

Adopted: January 23, 2023

23-24 Subsidy Comparison Report
Lisbon School Department

| <i>(All Subsidy figures for 23/24 are Preliminary!)</i> | FUNDING 22/23** | FUNDING 23/24 | Difference |
|---|------------------------|-----------------------|---------------------|
| General Education Budget: | | | |
| Budget Expenditures as of 06/30/2022 | | | |
| Budget Expenditures-Fund 100 | \$ 18,990,943 | \$ 19,565,062 | \$574,119.00 |
| Amount from Unassigned Fund Balance: | | | |
| Balance to help defray taxes | \$236,422 | \$118,211 | (\$118,211) |
| State Grant/MLTI | \$0 | \$0 | \$0 |
| Regular Instruction Reserve Account | \$0 | \$93,524 | |
| Anticipated Revenue: | | | |
| Capital Reserve Fund-GPC | \$43,209 | \$67,896 | \$24,687 |
| Interest Credit | \$0 | \$0 | \$0 |
| ARF Funds | \$164,425 | \$0 | (\$164,425) |
| Special Purpose School | \$300,000 | \$300,000 | \$0 |
| Total Revenue | \$744,056 | \$579,631 | (\$164,425) |
| Total Budget after Revenue | \$18,246,887 | \$ 18,985,431 | \$738,544 |
| Local Only Debt Service | \$438,820 | \$430,229 | (\$8,591) |
| Total Budget after Revenue and Local Only Debt Service | \$17,808,067 | \$ 18,555,202 | \$747,135 |
| 100% EPS | \$14,953,256 | \$16,106,619 * | \$1,153,363 |
| Amount above 100% EPS | \$2,854,811 | \$ 2,448,583 | \$ (406,228) |
| Transition Amount | \$0 | \$0 * | \$0 |
| Total Additional Local Funds | \$2,854,811 | \$ 2,448,583 | \$ (406,228) |
| State Subsidy: | | | |
| State Contribution | \$10,617,530 | \$11,394,377 * | \$776,847 |
| Required Local Contribution | \$4,417,383 | \$4,799,493 * | \$382,110 |
| Local Only Debt Service | \$438,820 | \$430,229 | (\$8,591) |
| Local Additional Funds | \$2,854,811 | \$ 2,448,583 | (\$406,228) |
| Total Local Funding | \$7,711,014 | \$7,678,305 | (\$32,709) |
| | \$18,328,544 | \$19,072,682 | \$744,138 |

There is an increase in State Funding from 22/23 to 23/24 of \$776,847
There is a increase in Local Funding from 22/23 to 23/24 of (\$32,709)

* Amounts based on Legislative Budget Approval FY 23/24 ED279 as of January 31, 2023
** Amounts from Town Council Meeting dated _____

| Adult Education: | | | | |
|-------------------------|-----------------|--|-----------------|------------|
| Anticipated Revenue | \$3,500 | | \$3,500 | # \$0 |
| State Contribution | \$8,250 ** | | \$7,735 *** | (\$515) |
| Total Local Funding | \$16,903 ** | | \$17,418 | \$515 |
| Total Expenditures | \$28,653 | | \$28,653 | \$0 |

There is an increase in State Funding from 21/22 to 22/23 of (\$515)
There is a decrease in Local Funding from 21/22 to 22/23 of \$515

Amount based on actual revenue received in 22-23
*** Amount based on actual subsidy received in 22-23

| | | | |
|--|---------------------|---------------------|-------------------|
| Total Increase to Taxes: | \$7,727,917 | \$7,696,723 | (\$32,194) |
| Total increase in Budget Including Adult Education: | \$19,019,596 | \$19,593,715 | \$574,119 |

COUNCILOR COMMENTS:

Councilor Larochelle asked Dr. Green how they were able to do a flat budget this year. Dr. Green said it was due to the State Subsidies that they received. Councilor Larochelle asked since the goal for Lisbon is to gain 200-250 housing units in the community, would the School Department be able to handle the possible increase in kids attending.

Dr. Green stated the School Committee is aware of the possible growth and will monitor classroom sizes.

Councilor Robishaw thanked the School Committee for all the hard work that they have put into the Budget process.

VOTE: (2023-40) Councilor Larochelle, seconded by Councilor Keller, moved to accept the School Budget information as presented.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Lunt had nothing to report.
2. Planning Board: Councilor Fellows said the Planning Board will meet on Thursday March 9th with two new cases.
3. Lisbon Development Committee: Councilor Lunt said he had nothing to report.
4. Conservation Commission: Councilor Moore said he had nothing to report.
5. Recreation Committee: Councilor Larochelle said they have been working on upgrading the rules and bylaws of the Committee, and the fee structure for Non-resident/Resident participation. He said they are struggling with the increase of the minimum wage for maintaining seasonal summer staff compared to the wages of tenured staff. He said they have also been discussing a potential Dog Park on Summer Street.
6. County Budget Committee: Councilor Lunt said there was nothing to report.
7. Library Governing Board: Councilor Keller said Axis 360, the online book program has been rolled out, allowing patrons to take out two books for a two-week period. The senior program will be working with Springworks Farm who was recently featured on the program "207" for their certified organic lettuce gardening operation. The Library now has two story-times and the adult circulation is up about 100 over last month.
8. Water Commission: Councilor Fellows said they will meet on March 14th at 5:00 pm.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

B. TOWN MANAGER'S REPORT

Mr. Michalowski updated the Council regarding the fire-damaged property on 16 Union Street, saying the Code Enforcement Officer has been in contact with the owner and considers the building to be secure from anyone being able to access the building. The town is working with the owner for future plans for that property and has made the owner aware of the Rt. 196 Masterplan requirements.

Mr. Michalowski read a memo from Steve Aievoli, Sewer Department Superintendent, requesting authorization from the Council to solicit bids for the Nomanchi Clarifier which is in this year's Capital Improvement Plan. The rehab would be to inspect the mechanical equipment, replace any parts and remove all corrosion and paint all exposed metal. Mr. Aievoli said \$60,000.00 was budgeted for this work which may have to be done in two parts, so they will plan on carrying over the remaining balance to the next fiscal year.

VOTE: (2023-40A) Councilor Larochelle, seconded by Councilor Lunt moved to authorize the Sewer Superintendent to solicit bids for the Nomanchi Clarifier.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

Mr. Michalowski requested permission from the Council to apply for the SAFER (Staffing for Adequate Fire and Emergency Response) Grant through FEMA to fund full time firefighter positions.

VOTE: (2023-40B) Councilor Larochelle, seconded by Councilor Robishaw moved to authorize the Town Manager and Fire Chief to apply for SAFER Grants through FEMA.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Moore said he and Councilor Robishaw helped serve lunch to the kids at the Lisbon Community School. They both enjoyed the opportunity and were impressed by the conversations they had with the kids.

Councilor Keller stated she received and appreciated the notice regarding a Sanitary Sewer Video Inspection which was set up by the Town of Lisbon to visually inspect sewer lines to make sure that McGee Construction knows where all the sewer lines are when they begin their road work again.

Councilor Lunt thanked the staff at Public Works for the great job they did keeping up with the last three storms that came within one week and CMP line workers getting power back on during the difficult weather conditions.

Councilor Cain thanked Public Works and the Water Department for the quick work they did to fix the Water Main break that happened during the snowstorm.

**AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE
EXECUTIVE SESSION**

EXECUTIVE SESSION PER 1 MRSA SECTION 405 (6) (A) PERSONNEL MATTERS

VOTE: (2023-41) Councilor Larochelle, seconded by Councilor Robishaw moved to go into Executive Session at 7:39 PM.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.**

VOTE: (2023-41A) Councilor Larochelle, seconded by Councilor Fellows moved to come out of Executive session at 8:25pm.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.**

VOTE: (2023-41B) Councilor Larochelle, seconded by Councilor Keller moved to adjourn at 8:25pm.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.**

Lisa B. Smith

Deputy Town Clerk

Date Approved: March 21, 2023

MEMO TOWN OF LISBON

TO: LISBON TOWN COUNCIL
FROM: AMY WIERS, ADDRESSING OFFICER
DATE: MARCH 7, 2023
RE: NEW ROAD NAME

Raul Martinez requires an address for his property off King Road. In order to give him an address, we need the road to his property named.

He would like to name it "Martinez Lane".

This new road is located at R09-026-C-1.

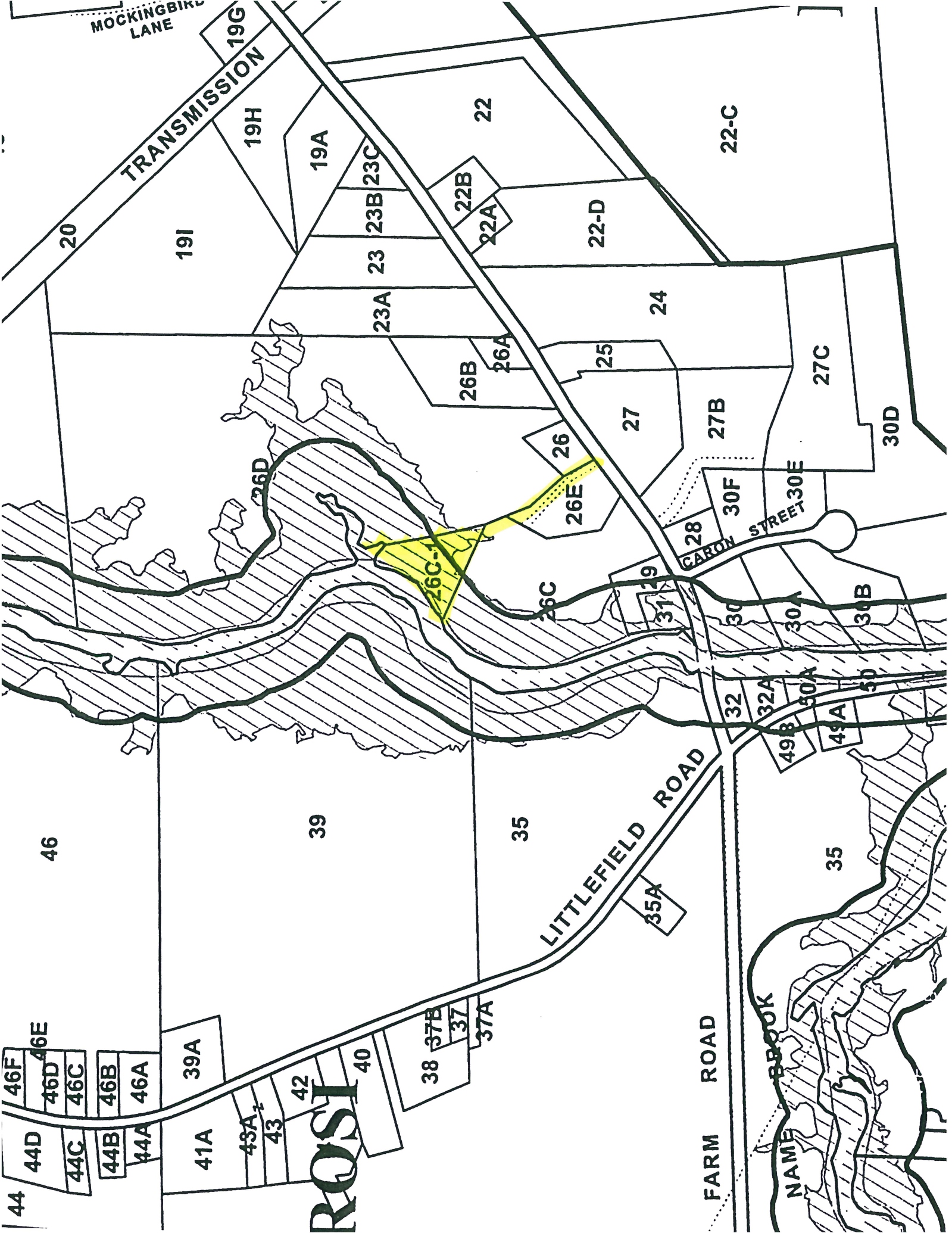
I have discussed this name with Ryan Magee, Police Chief and Nate Leclair, Fire Chief, which they have approved.

This road name meets E-911 standards and is in compliance with the Town's road naming ordinance Sec. 46-93.

Amy Wiers, Addressing Officer
Town of Lisbon
Awiers@lisbonme.org

MOCKINGBIK
LANE

TRANSMISSION



ROSI

NAME CREEK

LISBON – VICTUALER APPLICATION

License Type: \$ 100 Restaurants & Others except Mobile Units \$ 50 Mobile Units

Name of Business: Elite Nutrition Business Phone: 207-407-4452

Business Location in town (street address): 580 Lisbon St.

Mailing Address: 60 Pettingil St. Lewiston, ME 04240

Business Email Address: Duvaldan30@gmail.com

Owner's Name: Danielle Grenier - Duval

Home Phone: 207 Owner's Cell Phone: 207

Owner's Home Address: 60 Pettingil St. Lewiston, ME 04240

Residence(s) for last five years (Street/Town/Zip): same as above

List Applicant / Partners / Corporate Officers:

Name: Hartie Grenier Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Applicant must have a valid State of Maine Food License. State ID License No: 187

If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

IF NONE, date submitted: _____

Has applicant's business license ever been revoked? NO If so, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? _____

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? NO If so, when does it expire? _____

I, Danielle Grenier - Duval (owner's name), _____ (title) am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31st.**

Re-inspection fees are \$150 per visit after the first visit.

Signature: Danielle Duval - Grenier Date: 2/17/23

Business Name: Elite Nutrition

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Nate LeClair, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: [Signature] Date: 3/2/23

Notice of Compliance (By Ordinance): I, **Mark Stambach, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature: [Signature] Date: 3/2/23

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

- 353-3000 Ext 112... Town Clerk
- 353-3007.....Town Office Fax
- 353-3000 Ext 111... Code Enforcement Officer
- 353-2500..... Police Department
- 353-3000 Ext 121....Health Officer
- 1-800-872-3838.....Business Answers

- 624-9693...State Sales Tax Division - www.maine.gov/revenue
- 624-7736...Bureau of Corporations - www.maine.gov/sos/cec
- 624-7220...Bureau of Alcohol Beverages
- 287-3841...Agriculture Dept– Bakery Licenses
- 624-6550...Marine Resources – www.maine.gov/dmr
- 287-5671....State Health Inspection Dept - www.maine.gov/dhhs
- 1-800-829-4933...Federal I.D. Number – www.irs.gov

TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

18 School Street
Lisbon Falls, ME 04250
(207) 353-2289
mstevens@lisbonme.org

TO: Glenn Michalowski; Town Manager
Melanie Alexander; Assistant Town Manager

SUBJECT: Fee Changes FY 2024

DATE: March 13, 2023

Recreation and Parks (Proposed) Fee Changes

Summer Day Camps -

Resident from \$475 to \$550
Non Resident from \$550 to \$750
Sibling Discount increases from \$25 to \$50

Summer Sports Camps

\$30 programs increase to \$35
Non Resident from \$45 to \$50

Before School

Daily from \$4 to \$5
Weekly - from \$15 to \$18

After School

Daily - from \$12 to \$15
Weekly - from \$50 to \$65

Football

7th/8th Grade from \$85 to \$90, non-resident from \$90 to \$95
Youth (5th/6th) from \$75 to \$80, non-resident from \$80 to \$85
Peewee (3rd/4th) from \$70 to \$75, non-resident from \$80 to \$85
Flag (K-2) from \$35 to \$40, non-resident from \$50 to \$55

Fall Soccer

\$35 to \$40, non-resident from \$50 to \$55

Winter Basketball

\$35 to \$40, non-resident from \$50 to \$55

MTM Rental

Non-profit room rental fee to \$20

For-profit room rental fee from \$30 to \$40

Non-profit gym/Pavilion rental fee from \$30 to \$40

For-profit gym/Pavilion rental fee from \$60 to \$75

Kitchen rental fee from \$50 to \$100

Add Graziano Square Rental rates at the same rate as MTM Pavilion

Sec. 74-201. Working rules for town council.

- (a) *Purpose.* The purpose of these rules is to establish procedures for the conduct of town business before the council, pursuant to the authority of council under Section 2.06(b) of the Charter.
- (b) *Effective date/adoption/amendment.*
 - (1) *Effective date.* These rules shall be effective for the council year that runs from the organizational meeting on the first Tuesday after the first Monday in December to the next organizational meeting in the ensuing year. Should the council fail to adopt working rules at its organizational meeting, then the rules for the previous year shall remain in full force and effect.
 - (2) *Adoption.* The adoption of these working rules, or any amendment thereof, shall require four affirmative votes.
 - (3) *Amendment.* These working rules may be amended at any regular or special meeting of the town council. Any amendment proposed for these working rules shall be submitted in writing and shall be included in the agenda package for the meeting at which the amendment is to be considered.
- (c) *Agenda.*
 - (1) *Development.* The development of agendas for meetings of the Lisbon Town Council shall be in accordance with Section 2.04(a)(2) of the Charter.
 - (2) *Deadline.* For regular and special meetings of the council held at the designated time and place, all agenda items shall be provided to the manager's office by close of business on the Wednesday prior to the regular Tuesday meeting.

The agenda shall be provided online by the close of business on the Friday prior to the regular Tuesday meeting. Changes to the agenda will not normally be made after this time and documentation for all agenda items will be included with the agenda. Any missing documents will be addressed via memorandum from the Town Manager (i.e., fuel bids).

For special meetings not scheduled at the regular Tuesday meeting time, agenda items shall be provided by the town manager's office at least 48 hours before the scheduled time and date of the meeting.

When an emergency meeting is called, or changes to the regular meeting agenda are needed, agenda items shall be provided as much in advance as possible prior to the meeting, but may be presented at the meeting itself if circumstances so require.

In the event a councilor, resident and/or taxpayer of the Town of Lisbon, authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, wishes a matter to be considered at a council meeting, it shall be submitted to the town manager as far in advance of the meeting as possible, and prior to the normal Wednesday deadline. The individual requesting the matter be considered shall explain the reason or necessity for consideration in order for the request to be considered by the council for inclusion on the agenda.

- (3) *Consent agenda.* Those items which in the opinion of the chair are considered routine matters not requiring debate, may be included on the agenda as a consent item. If so designated, it shall be listed on the agenda under "consent agent." Any councilor wishing to have any item so listed, removed from the consent agenda, shall have the unlimited right to do so at any time prior to the vote by council on the consent agenda. If such an item is removed from the consent agenda, it shall be considered as the next item of business after the consent agenda. In the case of items included as consent items, the

motion to approve the item shall be considered to have been adopted by the town council as part of its vote to approve the consent agenda.

- (4) *Fiscal items.* If a proposal has a direct fiscal impact of \$10,000.00 or more and requires a council vote outside the annual budget process, the council may consider that proposal only after the finance department has provided the council with a written evaluation of the direct impact of the proposal on town revenues and expenditures during the current and following fiscal year. As used in this rule, "proposal" means a supplemental appropriation, a proposed contract, or a proposed grant. This rule does not preclude the council from considering a proposal's longer term impact on town revenues and expenditures.
- (5) *Order of business.* All regular meetings of the town council shall transact their business in the following order:
- a. Call to order and pledge to flag;
 - b. Roll call;
 - c. Reading of meeting rules;
 - d. Good news, recognition;
 - e. Public hearings;
 - f. Audience participation and response for agenda items;
 - g. Consent agenda;
 - h. Council orders, resolutions, and ordinances;
 - i. Other business;
 - j. Appointments;
 - k. Councilor communication;
 - l. Audience participation and response for new items;
 - m. Executive session;
 - n. Adjournment.

The town council may have the right to change the agenda order and to take up any agenda item out of order upon a majority vote of those councilors present.

- (6) *Non-agenda items.* In the event the town manager, town staff, or a councilor, wishes a matter to be considered at the current council meeting, that was not able to be submitted prior to the deadline and has not been included on the agenda, then that matter in proper form shall be submitted to the town council as far in advance of the meeting as possible, but it may be presented at the meeting. The council member, the manager or staff requesting that the matter be considered, shall explain the reason for and the necessity of immediate consideration at the current meeting. The council may vote to waive the rules to consider that item, and upon a majority vote of those councilors present, the item(s) shall be considered for action by council.
- (d) *Meetings.*
- (1) *Generally.* Unless otherwise designated by the chair or by four members of council, and for good cause shown, meeting of the town council shall occur at the central meeting room in the town office building.

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- (2) *Attendance.* Attendance by councilors in person is expected. Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. **Only two (2) [consecutive] absences from regularly scheduled Council meetings will be excusable for reason of vacation, even if the Council member is able to attend by remote means.** A limit of seven (7) excused absences over a one year session shall trigger Council review.
 - (3) *Meeting length.* All council meetings, workshops, or executive sessions shall be conducted, except in extraordinary circumstances, within 2½ hours of the time the meeting is called to order. At regularly scheduled meetings, this will call for adjournment on or before 9:30 p.m. The council may, by waiving these rules, agree to extend the time for meetings if it is deemed appropriate.
 - (4) *Adjourned sessions.* Any session of the town council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
 - (5) *Organizational meeting.* The council shall conduct an organizational meeting at 7:00 p.m. at its regular place of meeting, on the first Tuesday after the first Monday of December of each year. The meeting shall address the installation and oath of office of newly elected councilors, the election of a chair and vice chair, appropriate annual appointments as may be necessary, consideration and adoption of council working rules for the ensuing year, and such other organizational matters as may be deemed necessary and appropriate.
 - (6) *Regular meetings.* The town council shall hold its regular meetings at 7:00 p.m. on the first and third Tuesdays of each month. If that Tuesday falls on a holiday, then the meeting shall be held on the next day. For good cause, the meeting date may be changed by the chair or by the vote of four councilors to another date and or time. If it is determined by the chair that there is no business to come before the town council, then he/she shall advise the town council accordingly and no meeting need be held.
 - (7) *Special meetings.* Special meetings shall be held upon the call of the chair or four or more members of the council in accordance with the provisions of Section 2.06 of the Charter. The same notice requirements for a regular meeting shall pertain to the calling of a special meeting.
 - (8) *Emergency meetings.* Where circumstances justify and constitute a hazard to the health, safety and welfare of the inhabitants, that requires action by the town council, then an emergency meeting may be held. Notice shall be given in the best practical manner including telephonically and electronically. The press shall be given the same notice within the same time frame as the town councilors.
- (e) *Conduct of meetings.*
- (1) *Rules of procedure.* Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise provided herein or required by the Charter.
 - (2) *Decorum.* The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council. Anyone desiring to speak shall address the chair, and upon recognition by the chair, shall confine themselves to the question under debate and shall avoid all personal attacks and indecorous language. No person shall enter into any discussion either directly or indirectly or through a member of the town council without the permission of the chair. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the town council or while attending the town council meeting may be removed from the premises and such person shall be barred from further audience before the town council for the duration of the meeting. The chair may direct a police officer to remove such offenders from the premises and aggravated cases shall be prosecuted on appropriate complaint signed by the chair.

Persons desiring to address the town council shall follow the procedures outlined in "(e) Conduct of meetings (5) Public Comment" section below. All remarks and questions addressed to the town council shall be addressed to the town council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the town shall be addressed to the town manager and not to any individual town employee. No comment shall be allowed which has the effect of embarrassing or attacking the character of any individual, staff member, or councilor, and this rule shall be liberally construed and strictly enforced. No one, other than the individual having the floor, shall enter into any discussion either directly or indirectly without permission of the chair.

Councilors, staff, and the public shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the chair or the rules of the town council. All members of the town council, staff and public shall accord the utmost courtesy to each other, to town employees and to the public members appearing before the town council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personal attacks. Town councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to issues before the town council. Individuals shall be removed from the meeting for failure to comply with decisions of the chair or for continued violations of the rules of the town council. If the chair fails to act, any member may move to require the chair to enforce the rules and the affirmative vote of the majority of the town council shall require the chair to act.

- a. *Council.* During the town council meetings, a councilor, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a councilor is called to order while speaking, the councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the town councilor shall be permitted to proceed. If ruled to be not in order, the town councilor shall remain silent or shall alter the remarks so as to comply with rules of the town council.
 - b. *Staff.* While the chair shall have the authority to preserve decorum in meetings as far as staff members and town employees are concerned, the town manager shall also be responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control. The town manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by town employees in town council meetings.
 - c. *Public.* Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted and may result in removal of the offenders from the premises.
- (3) *Tabling motions.* Although tabling motions under Robert's Rules of Order are not designated as motions which are debatable, this council shall allow debate on a tabling motion. However, any such debate will be limited to the reasons for the tabling motions and shall not be a continuation of the merits of the motion or any amendments that may be offered to the motion.
- (4) *Chair-presiding officer.*
- a. *Presiding officer.* The chair shall be the presiding officer at all meetings and workshops of the Lisbon Town Council. In his/her absence, the vice chair shall assume the duties of presiding officer. If both the chair and the vice chair are absent, then those town council members present, if constituting a quorum, shall proceed to elect by majority vote of those present a chair pro tem to preside at that particular meeting. If the chair or vice chair appears at the meeting, then they shall assume the duties of presiding officer.

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- b. *Participation by presiding officer.* The presiding officer, whether the chair, vice chair or chair pro tem, shall have full and complete authority to fully participate in the meeting and all agenda items. Specifically, the presiding officer may move, second, declare by unanimous consent and debate from the chair subject only to those limitations of debate as are by these rules imposed on all council members, and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.
- (5) *Public comment.* The purpose of this comment period is to furnish new or undisclosed information or viewpoints. This time shall not be considered a "public hearing."
- a. *Scheduled public comment.* During the time scheduled for public comment on the regular town council meeting agenda ("Audience participation and Response for Agenda Items" and "Audience Participation and Response for New Items"), members of the public may address the town. Such members of the public shall ensure that only "agenda" items or "new" items are addressed and only at the appropriately scheduled time.
- b. *Other public comment on agenda items.* After introduction of an agenda item, appropriate motions, and time for explanation and council questions, members of the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, any public comment shall address only the agenda item before council.
- c. *Procedure for public comment.* Members of the public who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such residents or taxpayers, or in the case of an organization, the authorized representative of that organization; may address the town council.
1. Any individual wishing to address council, after being recognized by the chair, will move to the lectern to address council, and shall give his or her name and address and organization being represented (if applicable) before beginning any remarks.
 2. No individual shall be permitted to address the council more than twice on any subject or agenda item during a council meeting. The purpose of public comment is for the council to receive input from the general public on town matters. It is not intended, nor shall it be construed as an opportunity for debate.
 3. Comments shall be limited to the items on the agenda and to a time period of three minutes or less and shall be directed through the chair.
 4. Comments by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item.
 5. If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point.
- (6) *Action on agenda items.* As each item on the agenda for any meeting is brought to the floor for discussion:
- a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow

questions from the public during this time, however, no debate or discussion of collateral issues shall be permitted.

- d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
- e. Once the agenda item has been explained by its sponsor or the town manager or staff and clarified by any questioning, the discussion on the specific agenda item will remain with the council and additional public comment, prior to final council vote, will only be allowed at the chairman's discretion.

(7) *Voting.*

- a. *Affirmative votes.* In accordance with the provisions of Section 2.06(c) of the Charter, four affirmative votes shall be required for the adoption of any item by the town council.
 - b. *Roll call votes.* Roll call votes where the vote of each individual councilor is solicited by the clerk, may be called for by the chair or by any individual member of the town council, with respect to any particular agenda item.
 - c. *Abstentions.* All council members recognize the duty of each councilor to represent their constituents by participating in voting on all items that come before council in the conduct of the town's business. Therefore, abstentions on particular items will only be permitted where there is an expressed conflict of interest or other serious matter that precludes the councilor from participating in and voting on that item. Where the councilor intends to abstain from participation and voting on a particular item, he shall advise the other councilors present as soon as that item is placed on the floor, of his intent not to participate and to abstain from voting, and the reasons that the abstention is required. Once expressing the intent to abstain, the councilor shall have no further participation in that particular agenda item.
- (f) *Committees and appointments.* The council, from time to time, and where deemed necessary and appropriate to effectively and efficiently carry out the business of the town, may appoint such committees and make other individual appointments as may be required. Committees may be ad hoc or may be adopted as standing committees. Where the council elects to use an interview system, and receive recommendations from the interview panel, such recommendations shall be taken into consideration, but shall not be considered binding or requiring the appointment of a particular candidate.
- (g) *Executive sessions.* All motions for executive sessions shall state the nature of matters to be dealt with, with specific statutory references to the particular subject matter. No topic(s) other than these referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by councilors and shall not be discussed with or divulged to any person other than a fellow councilor or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending councilor to sanction by the council.
- (h) *Workshops.*
- (1) Workshop meetings shall be held when deemed appropriate and necessary.
 - (2) Workshop meetings should be focused on the council's formulation of policy based upon general topic discussions of current issues or project orientated. They may be also held for the purpose of disseminating information for council enlightenment and evaluation or for the discussion or refinement of future agenda items.

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- (3) No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.
 - (4) Citizens are welcome to attend workshops, however, citizens will not normally participate in workshop discussion unless invited to do so by the town manager or town council.
 - (5) Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public. Comments by the public shall be limited to no longer than two minutes per person and no debate or discussion of collateral issues shall be permitted. Comments shall be limited to the expression of opinions, questions or concerns pertaining to agenda items.
- (i) *Conflicts.*
- (1) *Financial interest.* A town councilor who has a financial interest in any contract with the town or in the sale, purchase or lease of any land, material, supplies or services to or from the town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease, unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a councilor who has a financial interest in any matter for the town council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the town clerk. A councilor has "financial interests" within the meaning of this section if the councilor owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.
 - (2) *Relationship.* A town councilor is disqualified in any quasi-judicial matter before the town council, if the councilor is related to any of the parties within the sixth degree (second cousin). The councilor shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
 - (3) *Appearance of conflict.* A town councilor shall avoid the appearance of a conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, be abstaining from voting on the matter. If, after disclosure, the councilor believes the interest will affect the councilor's ability to make a fair and impartial decision faithful to the public interest, the councilor shall abstain from voting.
 - (4) *Participation.* An abstaining councilor may but need not remain in the town council chamber during debate or votes on that issue.
 - (5) *Judgment of qualifications.* If there is any doubt as to whether a councilor has a conflict of interest in any matter, the chair shall determine the qualification of the challenged member by the vote of council. The decision of the town council shall be final.
- (j) *Anonymous communications.* Anonymous communications submitted to council, the town manager or staff, shall not be considered before council nor shall it be made a part of the record of council proceedings.
- (k) *Waiver.* Any of the rules contained herein or any portion of any rule may be waived for the purpose of any meeting or any portion thereof, by a majority vote of the councilors present.

(Sel. Ord. of 6-15-04, § 5.012; C.M. of 8-1-2006, §§ 1—11; C.M. of 12-15-2009, V. 2009-183; C.M. of 6-21-2011, V. 2011-111; C.M. of 12-17-2013, V. 2013-187; C.M. of 6-17-2014, V. 2014-104; C.M. of 12-16-2014, V. 2014-280; C.M. of 12-5-2017, V. 2017-300 ; C.M. of 12-5-2017, V. 2017-300B ; C.M. 1-7-2020, V. 2020-06)

BOND AUTHORIZATION ORDER

WHEREAS, by referendum vote conducted on November 5, 2019, the voters of the Town of Lisbon ratified an Ordinance, duly passed by the Town Council of the Town of Lisbon, which authorized the issuance of up to \$6,000,000 in general obligation bonds of the Town to finance various Water Department projects, including but not limited to upgrading meter reading equipment, purchasing equipment and replacing failing infrastructure, including infrastructure on and around Route 125 in the Town of Lisbon (the “Project”); and

WHEREAS, the Water Department has determined that it is ready to conduct another \$1.5 million in improvements related to the Project; and

WHEREAS, the Water Department and the Town Council have determined that the interest of the Town will best be served by issuing the Town’s \$1,500,000 2023 General Obligation Water Bond (the “Bond”) through the Maine Municipal Bond Bank’s General Resolution program, Spring 2023 issuance (the “Bond Issuance”) to finance the Project;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that the Finance Director and the Town Manager are authorized to participate in the Bond Issuance, and to prepare and sign such forms, certificates, applications and other documents as they deem necessary or convenient to accomplish that purpose, and further that the issuance of the Bond, subject to the terms and conditions of the Bond Issuance, is hereby approved.