



**TOWN COUNCIL
MEETING MINUTES
MARCH 1, 2022
LISBON TOWN HALL**

Mark Lunt 2022
Donald Fellows 2022
Jason Smith 2022
Fern Larochelle 2023
Harry Moore, Jr. 2024
Raymond Robishaw 2024
Clifford Miller 2024

CALL TO ORDER. The Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Miller, and Moore, Jr. Absent was Councilor Smith. Also present were Ryan McGee, Interim Town Manager/Police Chief; Randy Cyr, Public Works & Solid Waste Director; Mark Stevens, Parks & Recreation Director; Kayla Tierney, Finance Director, Treasurer, & Tax Collector; Casey Clark, State of Maine Department of Marine Resources, and Lisa Ward, Planning Board Member & EMA Director in the audience.

VOTE (2022-46) Councilor Moore, seconded by Councilor Robishaw moved to excuse Councilor Smith's absence. **Order passed – Vote 6-0.**

EXECUTIVE SESSION

VOTE (2022-47A) Councilor Miller, seconded by Councilor Fellows moved to go into Executive Session per 1 MRSA Section 405 (6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session and the meeting resumed at 7:11 pm by the following motion:

VOTE (2022-47B) Councilor Lunt, seconded by Councilor Miller moved to come out of Executive Session and resume the meeting at 7:11 p.m. **Order passed – Vote 6-0.**

GOOD NEWS & RECOGNITION - NONE

PUBLIC HEARINGS

A. SUPPLEMENTAL APPROPRIATION ORDINANCE

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

**B. LIQUOR LICENSE & SPECIAL ENTERTAINMENT PERMIT
FOR THE RAILROAD RESTAURANT AND PUB**

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2022-49) Councilor Fellows, seconded by Councilor Miller moved to approve the following consent agenda items:

- A. Municipal Accounts Payable Warrants - \$135,459.88

- B. Municipal Payroll Warrants - \$ 193,500.64
- C. School Accounts Payable Warrants - \$ 88,571.16
- D. School Payroll Warrants - \$ 361,310.23
- E. Minutes of February 15, 2022
- F. Liquor License for Flux Restaurant, LLC
- G. Liquor License & Special Entertainment Permit for the Railroad Restaurant & Pub
- H. Revised School Budget Validation Referendum Election & Municipal Timeline
- I. Annual Road Postings – which authorizes the adoption of the MDOT State Rules in Chapter 308 for local roads and authorizes the posting of temporary road closures from March 2, 2022 to May 1, 2022 for the following town roads:

Bowdoinham Road	Gould Road	Mill Street
Burrough Road	Hudon Road	Moody Road
Edgecomb Road	Key Road	Pinewoods Road
Ferry Road	King Road	River Road
Fisher Road	Littlefield Road	Summer Street

Along with Wing Street and Webster Road, which are posted year round.

Order passed – Vote6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

**LISBON COMMUNITY SCHOOL/REPLACEMENT BOILER
SCHOOL CAPITAL RESERVE FUND**

INTRODUCTION: The Council Chairman reported the School’s Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. Using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share.

Chief McGee said the Lisbon School committee voted 5-0 on February 15, 2022 to request authorization from Council to utilize an amount not to exceed \$198,680.00 to pay for the boiler replacement at the Lisbon Community School. A copy of the proposal from Siemen's outlining the work and costs have been included in the Council packet.

COUNCILOR COMMENTS: Councilor Fellows said he understood that a while ago the Facilities Committee had indicated they needed to get rid of two boilers at the Lisbon Community School and that they were planning to replace those two with one boiler.

VOTE (2022-51) Councilor Fellows, seconded by Councilor Lunt moved to authorize the School Committee permission to utilize an amount not to exceed \$198,680.00 from the School’s Capital Reserve Fund to pay for the boiler replacement at the Lisbon Community School. **Order passed - Vote 6-0.**

TRANSFER STATION BULKY WASTE BUILDING ROOF

INTRODUCTION: Mr. Cyr reported he only received one bid to fix and modify the Transfer Station Bulky Waste Building Roof. He said they would like to replace the existing roof in accordance with Kleinfelder’s building report and recommendations. The contractor was required to submit two (2) quotes for this bid, one for each recommended Modification. The full scope and report is in the Council packet and labeled Exhibit “A”, along with the recommended modifications on pages 7 & 8. The roof is currently in moderate condition and is experiencing some wear and tear. The current configuration of the roof leads to snow and ice falling onto equipment, personnel, and the public. Each roof modification will address these issues.

Mr. Cyr indicated bids were solicited from eight (8) different companies, and publicly opened. However, only one bid was received from Restorations Home Remodeling as follows:

COMPANY NAME	TYPE OF MODIFICATION	COSTS
Restorations Home Remodeling	Exhibit A / 4.1	\$48,745.00
	Exhibit A / 4.2	\$63,840.00

Mr. Cyr recommended Council accept the bid from Restorations Home Remodeling, as they were the only bidder. Additionally, the modification recommended was Exhibit A, (4.1), which was the lowest quote per each modification submitted.

COUNCILOR COMMENTS: Councilor Fellows reported that \$55,000.00 has been budgeted for this project.

VOTE (2022-52) Councilor Fellows, seconded by Councilor Robishaw moved to award the Transfer Station Bulky Waste Building Roof Bid to Restorations Home remodeling in an amount not to exceed \$48,745.00 for modification labeled Exhibit A / 4.1. **Order passed - Vote 6-0.**

SUMMER MUNICIPAL INTERN GRANT

INTRODUCTION: Chief McGee reported he has an opportunity to apply for a grant through the Maine Municipal Association (MMA). This grant in my opinion would be a proactive approach to increasing the Lisbon Town Office workforce and could potentially develop a recruitment opportunity down the road for Lisbon. The Intern would be involved with clerical and filing work, and be available at Town Office departments to include Human Resources, Clerks Office as well as possibly the Codes Office. The Maine Municipal Association will award four (4) \$2000 grants to its “member municipalities” that commit to hiring a summer intern through the Margaret Chase Smith Policy Center Maine Government Summer Internship Program. I respectfully request Council allow me to apply for this grant opportunity.

VOTE (2022-53) Councilors Lunt and Miller, seconded by Councilor Robishaw moved to grant permission to the Interim Town Manager/Police Chief to apply for the Summer Municipal Intern Grant through Maine Municipal and if awarded, to hire a Summer Intern. **Order passed - Vote 6-0.**

USE OF WORUMBO MILL SITE FOR MOXIE FESTIVAL EVENTS & POW WOW

INTRODUCTION: Mr. Stevens requested permission to use the Worumbo Mill Site for this year’s Moxie Festival events.

Mr. Stevens reported last summer they used this site for the Moxie Cruise Nights from Memorial Day to Labor Day, which was a tremendous success. He said they would like to do that again this summer. He indicated he had been contacted by the folks that represented the Maine and New Hampshire “Pow Wow,” a Native American experience. This is the first time the Pow Wow will do an event in seven or eight years. He said they have not been to Lisbon in about 10 years. Lisbon was chosen to host their big festival kickoff return. He said the Parks & Recreation Department would be assisting them with water and electricity as well as bathroom facilities. With early direction from the Council, Mr. Stevens indicated he was confident they will be able to share this site as needed to make this event a success. This event brings a lot of visitors from all over New England.

COUNCILOR COMMENTS: Councilor Lunt recommended Chief McGee coordinate the use of this site with the State’s Route 125 project contractor(s). Chief McGee indicated this site would be large enough for both uses, however, those contractors are responsible for finding their own site(s) and they may choose another spot along the project. Mr. Cyr said there are other possible sites, such as the field on Sparsam Lane, which may be closer and easier to use with landowner permission. Councilor Larochelle reported no decision has been made by the contractor(s) at this point and the decision for them to use that site would be up to the town. He reported the Worumbo site initially has been chosen for use as excess parking during the Main Street construction project.

Chief McGee mentioned that a meeting has been scheduled at the MTM Center for the public to attend to discuss the plan to move forward with the downtown reconstruction project. Mr. Cyr pointed out a zoom meeting will be held on March 16 with MDOT, contractor(s), and others so more information will be available after that meeting, too. Chief McGee mentioned members from MDOT will be attending the Council’s March 15 meeting to update Council on this project, too.

VOTE (2022-54) Councilor Fellows, seconded by Councilor Lunt moved to grant permission to the Interim Town Manager and Parks & Recreation Department to utilize the Worumbo Mill Site for this year’s Moxie Festival Events and the Pow Wow as requested. **Order passed - Vote 6-0.**

**CORONAVIRUS STATE AND LOCAL
FISCAL RECOVERY FUNDS - STIPEND TO EMPLOYEES**
First Reading

INTRODUCTION: Chief McGee recommended the Council consider using Coronavirus State and Local Fiscal Recovery Funds for a one-time “Qualified Disaster Relief Payment” to employees in the form of a one-time “Hazard Pay” stipend. He said the great employees of the Town of Lisbon worked through the Pandemic and faced a lot of unknowns and serious public health concerns. These employees kept the Lisbon Government operations running smoothly and we as a community should show our appreciation, and support by using a portion of the Federal funding available to support our employees. He pointed out that due to this being a “Qualified Disaster Relief payment”, the employee is not required to pay tax on this by law.

VOTE (2022-55) Councilor Fellows, seconded by Councilor Moore moved to approve a one-time Hazard Pay Stipend to be paid on May 1, 2022 from the Coronavirus State and Local Fiscal Recovery Funds for employees that are currently employed by the Town of Lisbon as of March 1, 2022 and that and were working during 2021 as follows:

- For Full-time employees, a one-time hazard payment of \$2,000.
- Part-time regular employees that work at least 20 hours weekly (which also includes all part-time Public Safety personnel regardless of hours worked), a one-time hazard payment of \$1,000.

Roll Call Vote: Yeas – Fellows, Larochelle, Lunt, Moore, Jr., Miller, and Robishaw. Nays - None. Order passed - Vote 6-0.

SUPPLEMENTAL APPROPRIATIONS ORDINANCE
Second Reading

INTRODUCTION: Chief McGee explained that a Supplemental Ordinance is needed for the Council to approve the following amounts for appropriation from the Town’s undesignated fund balance to be expended for their intended purpose as follows:

Administrative Assistant	
Assistant Town Manager Position	
Town Manager Search	
Total	\$100,000

VOTE (2022-56) Councilor Fellows, seconded by Councilor Lunt moved to adopt the Supplemental Appropriations Ordinance as follows:

ORDERED: Be it hereby enacted and approved by the Lisbon Town Council that the following amounts be appropriated from the Town’s undesignated fund balance to be expended for their intended purpose:

Administrative Assistant	
Assistant Town Manager Position	
Town Manager Search	
Total	\$100,000

Dated at Lisbon, Maine on this 1st day of March, 2022.

Roll Call Vote: Yeas – Fellows, Larochelle, Lunt, Moore, Jr., Miller, and Robishaw. Nays - None. Order passed - Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Larochelle said he had nothing to report.
2. Planning: Councilor Fellows said he had nothing to report. He indicated they had not met yet for March.
3. Conservation Commission: Mr. Stevens suggested the Conservation Committee be involved with the Sabattus River Dam projects. He said they could be tasked with keeping the Council informed and help examine and evaluate the information. Councilor Larochelle agreed and asked that they see if they can arrange to meet with Casey Clark.
4. Parks & Recreation: Councilor Miller said this committee is moving forward with the festival and everyone is excited to see the progress.
5. County Budget: Councilor Lunt said he had nothing to report.
6. Library: Councilor Lunt said he had nothing to report.
7. Water Commission: Councilor Fellows said he had nothing to report.
8. Finance Committee: Councilor Robishaw said he had nothing to report since the last meeting was cancelled.

B. TOWN MANAGER'S REPORT

Chief McGee announced the new 75" TV/ClearTouch Panel on the wall in the Council room was installed by the School Department for us to use and was paid for with school grant funds. He said it was a welcomed addition.

Chief McGee mentioned the School Superintendent and School Committee will be presenting the school budget to the Council and Finance Committee at next Tuesday's Council meeting on March 8, which starts at 6:00 PM.

Chief McGee reported Brett Richardson, the Economic and Community Development Director tendered his resignation effective March 10. We wish him well in his new position closer to his home. He indicated there were other open positions in town as well; a Sewer Billing Clerk position, along with an opening at Parks & Recreation. These will be posted soon on the town's website.

C. SABATTUS RIVER DAM UPDATE BY CASEY CLARK, MAINE DEPARTMENT OF MARINE RESOURCES

Item Taken Out Of Order – Just Before Council Orders, Resolutions & Ordinances above at 7:15 PM

Mr. Clark reported on the status of the Upper Dam project off St. Ann Street. He said since his last visit with Council this project had been placed on hold last summer. He indicated the Department of Marine Resources is looking to start this project this summer. They were busy obtaining access for all the other dams all the way up the river to the Sabattus Pond. There are two dams involved in Lisbon at this point. When completed the fish should be able to go up the river through Lisbon. He said their previous dam removal project dropped the river around 3', exposed debris, and left additional materials on the riverbank; however, he estimated this project would not drop the river levels that much, although no one can actually estimate by how much, he said, he did not anticipate it would be any more than around a foot this time. He said it should look similar to what you see when you are standing on the King Road Bridge. He said the Lisbon CEO asked him to create a list of benefits completing this project would bring to the area, such as removing the fall hazard, creating more normal riverbanks, easier access to the water, and so on.

Mr. Clark indicated he would reach back out to report the debris and materials left behind at the Mill Street project to get that cleaned up when they are here moving the rocks in the river and creating the steps for fish to make their way upstream. Fish are getting stuck there. He asked Council if the town would be interested in creating a small park there and offered to look for grant funds and to assist the town with creating a park while the state is there. Councilor Larochelle said the town would need a guarantee that there were no contaminants at that site before the town would consider it acceptable for a park.

Councilor Moore asked about dams up stream and whether they were working with those owners. Mr. Clark indicated they have contacted all of them, including the one privately owned dam owner. Councilor Moore said he was concerned that even if Lisbon should agree, without full cooperation from all the owners, fish would not get to the Sabattus Pond. He said he would not want to open Lisbon up if fish still can't get to the Sabattus Pond. Mr. Clark said he is hoping to fund all the fish ways to the Sabattus Pond and that he is moving that process forward to that end.

Councilor Larochelle asked for a complete schedule, list of benefits, and a chance to let the public be involved in this decision. Mr. Clark asked what the best way was to get the public involved. Councilor Larochelle suggested holding a public hearing and sending a direct mailer to landowners along the river giving them notice of that meeting and a chance to attend.

D. TOWN COUNCIL GOALS

Councilor Larochelle briefly went through the following list of Council goals submitted by Councilors:

1. Hire A New Town Manager
 - A. Obtain Progress Feedback On Council's Goals Quarterly From Manager
2. Fill Open Staff Positions To 100%
 - A. Town Manager, Assistant Town Manager, Etc.
3. Add 250 Housing Units And Promote That
 - A. Create Rents That Are Affordable
 - B. Consider Condos And TIFs
 - C. Bring Closure To Worumbo Mill Site
4. Move Forward With Public Safety Building
 - A. Create Public Safety Committee
 - B. Create Proposal For Presentation
 - C. Obtain Completed Study
 - D. Research Location For Building's Site
 - E. Consider Infrastructure
 - F. Determine Design By 2026
 - G. Determine Approval Process
5. Recover From COVID Restrictions
 - A. Remove Plexiglas
 - B. Emphasize Personal Responsibility
6. Rejuvenate Lisbon Village
 - A. Determine Process To Pull Businesses Together
 - B. Revive Business Participation
7. Review Financial Policies
 - A. Determine Who Should Be Tasked With This Project
 - B. Ensure Policies Meet The Town's Needs
8. Available Town Services Promotional Material(S) For Public Awareness
 - A. Develop Comprehensive Description Of Services
 - B. Ensure Promotional Materials Are Easy To Understand
 - C. Identify The Town's Needs For New Services
 - D. Add A Senior Tax Break To Freeze Their Taxes From Going Up At A Certain Age
 - E. Develop Financial Document(S) Or Chart(S) To Show Where Tax Dollars Go
9. Develop Procedure For Applying Climate Study
 - A. Develop Job Descriptions With Salary Ranges
10. Develop More Forward Looking Projects/Programs
 - A. Empower Committees
 - B. That Should Take Care Of Issues As They Arise
11. Revive Downtown Business Communication With The Town
 - A. In Both Villages
 - B. Develop A List Of Businesses Needs To Be Met
12. Re-Look At Zoning For Adding Housing Units
 - A. Investigate School System /Needs To Add More Residents Into Housing Units
 - B. Investigate Cost Of Adding More Residents Into Housing Units
 - C. Determine How To Develop Rural And Open Space Areas Responsibly

APPOINTMENTS

CONFIRM TOWN CLERK APPOINTMENT EFFECTIVE APRIL 1, 2022

VOTE (2022-57) Councilor Fellows, seconded by Councilor Robishaw moved to confirm the appointment of Lisa Ward as Town Clerk effective April 1, 2022 with the understanding that she will start as an Assistant Town Clerk in the Clerk's office until sworn in as Town Clerk on April 1, 2022. **Order passed - Vote 6-0.**

COUNCIL COMMUNICATIONS

Councilor Fellows said he was glad to see the Town Clerk, Mrs. Lycette back to work after her car accident. Mrs. Lycette said she was happy to be back.

Councilor Robishaw said the exit interview with Mr. Richardson went well and they received lots of insight.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSIONS

See Item Taken Up At the Beginning of the Meeting

ADJOURNMENT

VOTE (2022-58) Councilor Fellows, seconded by Councilor Lunt moved to adjourn at 8:23 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: March 08, 2022