



**TOWN COUNCIL  
MEETING MINUTES  
NOVEMBER 10, 2020**

Fern Larochele 2020  
Normand Albert, Vice Chair 2021  
Kasie Kolbe 2021  
Allen Ward, Chairman 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Jeffrey Ganong 2022

**CALL TO ORDER.** The Chairman, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert (arrived at 7:47 PM), Kolbe, Lunt, Larochele, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kathy Malloy, Assessor; Dennis Douglass, Code Enforcement/Health Officer; Brett Richardson, Community & Economic Development Director; Diane Nadeau, Librarian; Mark Stevens, Parks & Recreation Director; Nate LeClair, Fire Chief; Ryan McGee, Acting Police Chief; Randy Cyr; Public Works/Solid Waste Director; Steve Aievoli, Treatment Plant Supervisor; Twila Lycette, Town Clerk; and two citizens in the audience.

**VOTE (2020-191A)** Councilor Lunt, seconded by Councilor Kolbe moved to excuse Councilor Larochele's absence. **Order passed – Vote 5-0.**

## **WORKSHOP**

### **UPDATE ON DEPARTMENT GOALS**

**Assessing:** Mrs. Malloy reported they did a mass mailing of 482 letters with exemption forms, and included a Lisbon Library flier, and Beaver Park flier. She indicated there were 301 new homestead applications received. She said the system now backs up electronic files. Councilor Ward asked where this department would like to be in five years. She said she would like to see the property cards online.

**Codes:** Mr. Douglass said cleanup efforts are ongoing. Recent cleanup includes siding on the house across from the Lisbon High School and Bob's Auto. He mentioned Robert & Aline Strout recently received a Maine Preservation Council award for their renovation efforts on the old yellow schoolhouse at the corner of Gartley and Lisbon Street. He said cleanup efforts are an extremely difficult task and require patience. He explained it is best to work with these homeowners and he has found that gets better results. However, when that no longer is possible, he turns them over to the town's attorney, which can be costly he said. This year the old Cushman Tavern was cleaned up, along with 428 Ridge Road, 10 Union Street, and 10 Congress Street. He asked for Council's support on cleanup efforts for property located at 142 Ridge Road. It appears some of the items at that property belong to someone else. He said he was happy with the GIS mapping and uses that daily. Councilor Ward asked where this department would like to be in five years. Mr. Douglass said he would like to see the property at 142 Ridge Road completely cleaned up.

**Economic Development:** Mr. Richardson said his focus has been around potential expansions, property development, grants, and marketing Lisbon. He received \$2.2 million in housing funds. He mentioned he recently received \$51,000. He explained a big part of these funds were to navigate resources available for COVID-19. He indicated he worked with the Public Works Department and Finance Director to make things happen. He said he navigated issues setting up the downtown Moxie Plaza and the Worumbo Redevelopment program. He announced a ribbon cutting ceremony Monday at 5:30 PM for a tattoo parlor at 13 Union Street and said that everyone is invited to the MTM building to hear Scott Benson's presentation for a program he is running to assist entrepreneurs in hopes that a couple individuals from Lisbon will apply.

**Library:** Mrs. Nadeau reported the transition into the statewide MILS system has been completed. Updating and adding Children's and Outreach programs are on hold due to COVID-19, along with implementing programs for Seniors and Veterans. She indicated a huge effort is being conducted towards online programming, U-tube videos for Storytime and crafting projects. Adults are enjoying these too. She explained she had reviewed all the

department jobs and the procedure manual, which allowed them to cross-train all their employees. Councilor Ward asked where this department would like to be in five years. Mrs. Nadeau said she hoped to upgrade equipment to do more online productions. She said memorial funds are available to help purchase better equipment and that she is ready to move on that. She recommended social workers or counselors be invited to the Library to talk about concerns due to COVID-19 and the new normal, but Lisbon does not have a community room big enough to handle that right now.

Parks & Recreation: Mr. Stevens said his department is reinventing itself as things are changing due to COVID-19. Instead of fixing trails we built picnic tables for Moxie Plaza. He said they hand out through curb service 80 senior meals in 15 minutes every Wednesday. Out of state trips were cancelled due to COVID-19 and instead staff is working on replacing carpeting and repainting. He mentioned they hired an arborist, ran adult programs, offered summer day camps, all while meeting social distancing requirements. The Moxie Parade and events were put on hold due to COVID-19. He indicated they installed signs at the Summer Street Park. The YURT or Lean-to for group camping was not budgeted. It has been decided the bath-house needs to be torn down and replaced so they are looking for grant funds.

Conservation: Mr. Stevens said the forestry plan has been completed. He indicated they were never going to get rid of the invasive species program, but they have slowed it down by removing some Bamboo growth on the Miller trail. He said the park has surpassed all previous attendance records and revenue collection amounts. Beaver Park trails are now available electronically from an app you can download to your phone so the digital map of all walking trails has been completed. Councilor Ward asked where this department would like to be in five years. Mr. Stevens replied he would like to see more parking and a camping area created. A parking lot on Summer Street is very much needed.

Fire Department: Chief LeClair reported his department was looking for grants to do a study on one fire station versus two fire stations. He indicated he had the utility costs compiled. He said section 500 of the Standard Operating Guidelines and Policies for the Fire Department had been updated along with the yearly OSA requirements section. He explained his department has gone from separate monthly meetings at each station to joint quarterly meetings four times a month. Increasing public relations through fire prevention programs is on hold due to COVID-19. He said there has been a decrease in personnel available during the daytime hours and that it has become harder and harder to get volunteers. He indicated this could be because the requirements are the same for volunteers as it is for full time firefighters. He pointed out that ideally it would be better to staff fire stations while detailing a few reasons for doing so. Councilor Ward asked where this department would like to be in five years. Chief LeClair said he would like to see some building maintenance completed at both facilities. He explained the Lisbon Falls station does not meet the needs of the apparatus currently on the market. We need a new fire station and Engine 2 needs replacing, along with combining Engine 10's function into one vehicle, along with hiring full time personnel combined with volunteer staffing.

Police Department: Chief McGee said COVID-19 was a concern this year, but his department adapted nicely. They now carry less lethal ammunition. He explained that modified weapons are now in vehicles. He reported training happened on a one-on-one basis; however, a group training is still warranted once we get back to normal. He said increasing traffic enforcement by 15% is not going to happen, but that they are still doing traffic enforcement with officers social distancing and wearing face coverings. He mentioned Public Works helped install the new speed sign on the old trailer that they received free through the highway safety grant. He explained his department would continue to work on the "Coffee with a Cop" program and Citizen Police Academy course. He said they were not able to go to colleges to recruit students due to COVID-19. He said zoom trainings are available now, which makes it easier to cross-train multiple officers. He reported they had intended to send an extra officer with our K-9 officer to training this year, but can't due to COVID-19; however, with zoom that can be done locally. He said trying out the next generation of firearms has been put on hold due to COVID-19. He indicated that speech to text software is not the right way to go for his officers at this time; it is just not cost effective. He said it is continually important everyday to be proactive on all levels by means of cross training and good leadership to reduce liability issues keeping our officers safe. He mentioned the atmosphere at the Police Department was very good. Councilor Ward asked Chief McGee to bring forward the Communication Center discussion when it's time. Councilor Ward asked where this department would like to be in five years. Chief McGee said Lisbon's population is growing and that he would like to see some services added back to what we used to have at the Police Department. He mentioned the community-policing program, getting our kids involved, perhaps a Beaver Park program like "Fish with a cop" or adding a Resource Officer. He pointed out the importance of looking for funding and/or grants to help with caring for our community as a whole.

Public Works: Mr. Cyr reported funding was an issue for developing a potential incentive program for proper equipment care and custody. He said he completed all of the construction and paving projects, except for the striping on Pinewoods Road. He indicated funds were not budgeted to replace the Salt Shed. He said training is happening in house online now. He mentioned the Worumbo fence contractor had backed out and that his department would be purchasing the fence for under \$6,000 and installing it saving \$12,000 this year. He informed Council that a new mechanic would start on Monday. He mentioned they re-did Wagg Road, checked dams to stop erosion, installed culverts, and completed paving. Councilor Ward asked where this department would like to be in five years. Mr. Cyr explained the importance of under coating vehicles, including busses and the cost to do that, which will extend the life of these vehicles. He indicated they were all ready for winter. He stressed the importance of equipment upgrades. He said he would like to see a better relationship with employees as well.

Solid Waste/Transfer Station: Mr. Cyr said his department purchased the new trash trailer. Improving buildings, grounds, equipment, and appearances are on hold due to COVID-19. He said they are doing regular maintenance only. As for finding ways to cover the ever rising cost of waste, he said, a representative from Casella is present to talk about this. He reported their new contract with Casella should accomplish that. He explained new mandates require everyone to wear masks at the transfer station, including the public. They are handing out masks to residents who do not have one and will be going back to allowing five residents at a time instead of the seven we were allowing.

Treatment Plant: Mr. Aievoli said he strives continually to maintain 100% compliance with the DEP issued waste discharge license. The renewal application has been submitted and due to be reviewed in December. He said the upgrade/rehab for the Davis Street pump station and enlarging the Chlorine Contact Tanks scheduled to be done this fall will now be done this spring due to COVID-19. Industrial Waste Surveys have been submitted as required. He reported all in person training had been cancelled due to COVID-19, but virtual training took place in August. He mentioned two employees now have Grade IV Waste Water Certifications. Councilor Ward asked where this department would like to be in five years. Mr. Aievoli said he hoped to have the dewatering equipment and infrastructure upgraded. He explained the Center Fuse situation, anticipated repairs, and estimated \$54,000 price tag. He suggested next time this equipment be scheduled for replacement at 15 years instead of 20 years, since this one has failed at 17 years.

Town Clerk: Mrs. Lycette said succession planning is going very well. We added to Clerkbases our 2010, 2011, and 2012 Council Meeting Minutes, attachments and videos. The Appeals and Assessment Review Board information was not budgeted. Picture framing historical documents was not budgeted. We did hire a full time Deputy Clerk and started utilizing all those full time hours doing election related work along with conducting absentee voting here at Town Hall. We will continue to do election related work as we enter in Voter Participation History and certifying petitions. We saw around 400 new voters between August and Election Day and another 300 on Election Day, which is very similar to our past Presidential Elections. We purchased a new receipt printer for the Clerk's office. We were fortunate enough to obtain assistance from the Library's staff when COVID-19 hit and we were able to get most of the material in the vault indexed. One Public Works employee moved many boxes into department order by date. This is a huge undertaking and about 75% complete; however the index now needs updating to reflect the changes. Our restoration project typically happens in February so for now that's on hold.

Finance Department: Mrs. Tierney was not present, but the Chairman presented her update. He said they are continuing with MUNIS implementation, currently working on Utility Billing. Cross training is ongoing and showing great success. Developing a more comprehensive CIP Plan with Department's she will address at budget time. He reported Mrs. Tierney has bookmarked MUNIS reports for the Auditors so getting information out will be much timelier. He mentioned Mrs. Tierney had completed the comprehensive Fixed Asset/Depreciation Report. He said Mrs. Tierney has been working with the Economic Development Director and Police Chief in regards to grants gathering information to input into the Grants section within MUNIS, which is still ongoing.

## EXECUTIVE SESSIONS

**VOTE (2020-191B)** Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session at 7:43 PM per 1 MRSA Section 405(A) Personnel Matters. **Order passed – Vote 5-0.**

Councilor Albert arrived at 7:47 PM. The Council came out of executive session at 8:08 PM.

**VOTE (2020-191D)** Councilor Lunt, seconded by Councilor Kolbe moved to resume the regular meeting. **Order passed – Vote 6-0.**

## APPOINTMENTS

*Item taken out of order*

### APPEALS BOARD MEMBER

**VOTE (2020-195)** Councilor Fellows, seconded by Councilor Albert moved to appoint Richard Main to the Appeals Board to 2021 and Eric Metivier to the Appeals Board to 2022. **Order passed – Vote 6-0.**

### CONFIRM POLICE CHIEF APPOINTMENT

**VOTE (2020-196)** Councilor Ganong, seconded by Councilor Albert moved to appoint Ryan McGee as Chief of Police. **Order passed - Vote 6-0.**

## GOOD NEWS & RECOGNITION

Councilor Albert congratulated the Staff, and Election team for all their hard work. He said that was a large number of voters voting absentee and all went well. The Town Clerk mentioned the staff out front also contributed to our success by helping as well. Mrs. Barnes said she was proud of everyone for supporting each other as we continued to social distance and controlled the lines very nicely while conducting town business.

## PUBLIC HEARINGS – NONE

## AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

## CONSENT AGENDA

**VOTE (2020-191C)** Councilor Fellows, seconded by Councilor Kolbe moved to approve all consent agenda items listed below and to authorize the Town Manager to sign the agreement with Androscoggin County for PSAP services:

- A. Municipal Accounts Payable – \$369,183.85
- B. Municipal Payroll Warrants – \$132,119.87
- C. School Accounts Payable – \$553,122.06
- D. School Payroll Warrants – \$1,170,294.93
- E. Minutes of October 20, 2020
- F. Road Name Request- Backwoods Lane, a new drive between 280 & 282 Ferry Road
- G. Bowdoin Animal Control Contract Renewal
- H. Sabattus Animal Control Contract Renewal
- I. Set Public Hearing for Junkyards on December 8 for Campbell's Used Auto Parts and Huston's Auto Salvage
- J. Ratify the November 3, 2020 Election Results
- K. Annual PSAP Agreement

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

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### SOLICIT BIDS FOR PUBLIC WORKS ONE TON DUMPING RACK BODY TRUCK

**INTRODUCTION:** Mr. Cyr requested permission to solicit bids for the purchase of a new one Ton 4x4 rack body dump truck with a plow, to replace the one ton truck rack body dump truck with a plow that is no longer in service due to a blown motor and frame damage. This truck was a 2004 and was due to be replaced this year 2020. This request was in the Public Works original budget and I removed it and put it on a list for Council to consider to fund from unassigned fund balance. This truck has an assigned plow route and PW will be using the only spare

truck they have to fill its spot leaving no room for breakdowns. He estimated the cost to be approximately \$55,000.00.

**COUNCILOR COMMENTS:** Councilor Ward suggested sending to Auction Internationally the old vehicle. Mr. Cyr reported he would have two old vehicles to go to the auction now.

**VOTE (2020-192)** Councilor Fellows, seconded by Councilor Kolbe moved to authorize the Town Manager and Public Works Director to solicit bids for a new One Ton Dumping Rack Body Truck. **Order passed -Vote 6-0.**

### SINGLE STREAM RECYCLING CONTRACT

**INTRODUCTION:** Mr. Cyr said Erica Bailey from Casella was present to answer any questions. He reported the Town of Lisbon's contract through Casella for our Single Stream Recycling expired on June 30, 2020. The new contract will reflect an increase in the hauling rate from \$150.00 to \$245.00 per haul. The reason for the increase is due to the rising costs of truckers/haulers fees and extra employees needed to clean and separate recycled goods. Casella has not raised the hauling rate for several years. We addressed this with them and felt that if they had imposed yearly incremental increases, then we would not be seeing such a large increase in one year.

Mr. Cyr said this economic change to the recycling market has not only affected Lisbon, but is stretched throughout the State of Maine, the East Coast, and across the U.S. Most municipalities with Solid Waste facilities are trying to find ways to save money. However, there are very few options in recycling since this is a worldwide issue.

Mr. Cyr said we researched other haulers, vendors, and container companies to see if we can beat or match Casella's price increase. However, given the information below and the research conducted, we highly recommend the Town of Lisbon accept the Casella contract.

**VOTE (2020-193)** Councilor Fellows, seconded by Councilor Ganong moved to approve and authorize the Town Manager to sign a 3-year contract with Casella beginning November 1, 2020. **Order passed - Vote 6-0.**

### 2020 ASSISTANCE TO FIREFIGHTERS GRANT (AFG)

**INTRODUCTION:** Chief LeClair explained the Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program – COVID-19 Supplemental Round 2 (AFG-S 2) is a supplemental funding opportunity under the Assistance to Firefighters Grant Program (AFG). AFG is one of three grant programs that constitute the Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazard"

Chief LeClair said the objectives of the AFG-S 2 program are to provide critically needed resources that equip personnel to respond to the COVID-19 public health emergency and support community resilience. He said the AFG is a matching grant. Communities with population of less than 20,000 have a 5% match. The Town's match will be funded through the PPE account in the Fire budget if it does not qualify under FEMA's Public Assistance Program. He said his goal is to obtain additional personal protective equipment (respiratory) to protect firefighters while responding to calls with potential COVID-19 exposures, such as medical and medical assist calls.

**VOTE (2020-194)** Councilor Albert, seconded by Councilor Kolbe moved to authorize the Town Manager and Fire Chief to submit the grant to AFG and accept the funds if Lisbon is awarded the grant. **Order passed-Vote 6-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Fellows said they would meet Thursday to take up a conditional use application for a medical marijuana manufacturing business on Capital Avenue.
3. LDC: Councilor Larochelle was not present.
4. Conservation Commission: Councilor Ward said he had nothing new to report.
5. Recreation: Councilor Albert said he had nothing new to report.

6. County Budget: Councilor Ward reported a .24% increase over last year's budget. He mentioned that Lisbon's valuation went up a bit more than our peer communities valuations' went up.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said they met at 5:00 PM earlier this evening and discussed their budget.
9. Finance Committee: Councilor Ward reported Councilor Albert would be the liaison. They met last week and picked Lisa Ward for Chairman and Curtis Lunt for Vice Chairman. It was a great launch for our new committee. Next meeting is November 30.

## B. TOWN MANAGER'S REPORT

Mrs. Barnes reported Gendron & Gendron started making siding repairs on the Police Department side of the Town Hall this week. She indicated they were removing rot damage and doing some mold treatment. Repairs on the inside of the building would take place this spring.

Mrs. Barnes indicated that our Health Insurance rate was a 0% increase and that the first half of next year should be 0% as well.

Mrs. Barnes mentioned the Baptist Church would be handing out about 120 thanksgiving baskets this year instead of making a meal. She said businesses were very generous. She said food items will come from Food City and the baskets will be put together at the Baptist Church.

Mrs. Barnes said Christmas Giving Tree applications are out now. She said she hoped they are turned in early this year. Councilor Ward asked that information on Thanksgiving and Giving Tree applications be placed on the electronic sign and website.

Mrs. Barnes explained the MUNIS Utility Module would require purchasing more training days at an approximate cost of \$20,000; however, this training would happen in the next fiscal year's budget and would likely come out of the sewer budget, but that MUNIS will bill us as we go.

## PINEWOODS ROAD – EXCESS FUNDS

Mrs. Barnes said Pinewoods Road is complete except for the striping. They did a great job. She said there would be funds left that could be used towards debt service or with taxpayer approval could be used for other projects. Councilor Ward suggested the excess funds go towards debt service. There were no objections noted.

## C. DEPARTMENT HEAD REPORTS – NONE

### APPOINTMENTS

#### APPEALS BOARD MEMBER

*Item taken out of order after Workshop & Executive Session above*

#### CONFIRM POLICE CHIEF APPOINTMENT

*Item taken out of order after Workshop & Executive Session above*

## COUNCILOR COMMUNICATIONS

Councilor Fellows mentioned he recently attended a zoom meeting with AVCOG on financing avenues and land banking. This might help improve blight areas and/or help with removal of dangerous buildings.

## AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

### EXECUTIVE SESSIONS

*Item taken out of order after Workshop above*

**ADJOURNMENT**

**VOTE (2020-197)** Councilor Albert, seconded by Councilor Fellows moved to adjourn at 8:49 PM. **Order passed - Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: December 8, 2020