



AGENDA
SPECIAL COUNCIL MEETING
JUNE 6, 2023
LISBON TOWN OFFICE
6:00 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. EXECUTIVE SESSION
2023-102 Per 1 MRSA Sec. 405 (6)(A) Personnel Matters
2023-103 Per 1 MRSA Sec. 405 (6)(D) Labor Negotiations
4. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
5. CONSENT AGENDA
2023-104 ORDER-
 - A. Municipal Accounts Payable Warrants – \$ 336,514.91
 - B. Municipal Payroll Warrants – \$ 444,846.87
 - C. School Accounts Payable Warrants– \$ 146,578.89
 - D. School Payroll Warrants - \$ 509,354.65
 - E. Set Public Hearing for June 20th for Victualer's License for Cheese the Day
6. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2023-105 ORDINANCE – Amendment to the Revolving Loan Fund Ordinance – *First Reading*
2023-106 ORDER – Memorandum of Agreement with Teamsters
2023-107 ORDER – Bid Award 2023-005 - 2023 Road Striping
7. OTHER BUSINESS
A. Town Manager's Report
8. APPOINTMENTS
2023-108 Appointment to the Lisbon Development Committee
9. ADJOURNMENT
2023-109 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
Harry Moore, Jr., *Chair*
Ray Robishaw, *Vice Chair*
Christine Cain
Don Fellows
Jo-Jean Keller
Fern Larochelle
Mark Lunt

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Recommendations
Date: June 6, 2023

Consent Agenda Items 2023 – 104 E

E. Set Public Hearing for June 20th for Victualer's License for Cheese the Day

Agenda Item 2023-105

Amendment to the Revolving Loan Fund Ordinance – First Reading

To update the Ordinance cost limits due to inflation and other cost changes.

DIVISION 5, ECONOMIC DEVELOPMENT DEPARTMENT

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(c) *Program description.* The RLF program is designed to offer financial support for the purchase of fixed capital assets or working capital. Depending on the loan program, eligible businesses may finance up to 30 percent of a project's cost up to a ~~\$100,000.00~~ \$250,000.00 (amount of available funding is determined by account balance). Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or ~~\$250,000.00~~ \$500,000.00 whichever is less.

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Recommendation

Amend the standard RLF loan limits to \$250,000.00 and the maximum permitted to be \$500,000.00, Div. 5 Economic Development Department, Section 74-151, Revolving loan fund (RLF) (c).

Agenda Item 2023-106

Memorandum of Agreement with Teamsters

This item will be addressed by the Town Manager in Executive Session.

Recommendation

Approve the Memorandum of Agreement with the Public Works Teamsters Union.

**Agenda Item 2023-107
Road Striping Bid Award**

Three bids were received:

- Lucas Striping \$28,111.76
- Safety Marking Corp. \$32,127.74
- On The Line \$29,316.67.

Recommendation

Award the 2023 Road Striping Contract to the low bidder, Lucas Striping, in the amount of \$28,111.76.

Agenda Date: 06/20/2023

Date	Brenda Martin	Municipal Accts Payable
5/12/2023	5112023	\$ 20,119.37
5/16/2023	5162023	\$ 301,989.61
5/18/2023	5182023	\$ 14,405.93
		\$ 336,514.91

Date	Rebecca Hayslip	Municipal Payroll Warrants
5/16/2023	230518	\$ 237,062.75
5/16/2023	2305W2	\$ 19,541.31
5/31/2023	230601	\$ 171,688.87
5/31/2023	2306W1	\$ 16,553.94
		\$ 444,846.87

Date	Louise Levesque	School Accts Payable
5/16/2023	2324	\$ 146,578.89

Date	Eva Huston	School Payroll Warrants
5/16/2023	1150	\$ 21,685.20
5/16/2023	1151	\$ 248.14
5/16/2023	1152	\$ 1,743.05
5/24/2023	1153	\$ 372,176.75
5/24/2023	1154	\$ 12,956.93
5/24/2023	1155	\$ 78,767.65
5/25/2023	1156	\$ 2,536.25
5/24/2023	66	\$ 1,741.60
5/31/2023	1157	\$ 17,218.03
5/31/2023	1158	\$ 131.70
5/31/2023	1160	\$ 1,163.85
5/31/2023	1159 - Voided Wages	\$ 1,014.50
		\$ 509,354.65

DIVISION 5, ECONOMIC DEVELOPMENT DEPARTMENT

Sec. 74-151, - Revolving loan fund (RLF).

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Bid Tabulation

Please use the following table to record the bid amounts and any discrepancies observed during the bid opening process:

Bidder Name	Base Bid Amount	Alternate(s)	Discrepancies/Notes
Lucas Striping	28,111.76		
George LBS	32,127.74		
On The Line	29,316.67		

Bid(s) Opened by:

Glenn Michalowski

Signed

[Signature]

Witnessed by:

[Signature]

Signed

[Signature]



TOWN OF LISBON

300 Lisbon Street
Lisbon, Maine, 04250
lisbonme.org • 207-353-3000

APPLICATION FOR APPOINTMENT TO BOARD OR COMMITTEE

Please Check One:

- | | |
|--|--|
| <input type="checkbox"/> Appeals Board | <input checked="" type="checkbox"/> Lisbon Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Library Governing Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Assessment Review Board |
| <input type="checkbox"/> Recreation Committee | <input type="checkbox"/> Cemetery Committee |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Other _____ |

Name: Dean Willey	Application Date: 05/22/2023
Street Address: 30 Oak Street, Lisbon Falls Maine 04252	
Mailing Address (if different):	
Email Address: dean04252+LDC@gmail.com	
Home Phone:	Cell Phone: (207) 319-4277
Occupation: Lead AMI Systems Analyst	Employer: Avangrid
How long have you lived in Lisbon? 23 years	
Have you attended any of the meetings of this board or committee? Yes	
Are you interested in other committees? If so, please list in priority order.	
Lisbon Development Committee	
Please list any contributions or improvements you feel you can make to the committee:	