



**TOWN COUNCIL  
MEETING MINUTES  
MAY 21, 2019**

Christopher Brunelle, At Large 2019  
Mark Lunt, District 1 2019  
Vacant, District 2, 2019  
Fern Larochelle, At Large 2020  
Normand Albert, At Large 2021  
Kasie Kolbe, District 1 2021  
Allen Ward, District 2 2021

**CALL TO ORDER.** The Vice Chairman, Kasie Kolbe, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Kolbe, Brunelle, Lunt, and Larochelle. Councilor Albert was absent.

**VOTE (2019-107A)** Councilor Kolbe declared Councilor Albert excused. Seeing no objections, **Order Passed - Vote 5-0.**

Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Superintendent; Dennis Douglass, Code Enforcement Officer; Nate LeClair, Fire Chief; Marc Hagan, Police Chief; Mark Stevens, Parks & Recreation Director and approximately five citizens in the audience.

**WORKSHOP**

**BUDGET DISCUSSION**

**TRANSFER STATION OPERATIONS & FINANCE**

Mr. Cyr presented his budget for the Transfer station. He recommended increasing commercial one day permits to \$10.00, local contractors weekly billing to \$30.00 and the sticker fees to \$25.00/year for residents (second vehicle being free) and no longer taking in Commercial Hauler's waste. Stopping the Commercial Waste would save the Town 95,076.12, since they come in with 1,482 tons of waste to the Transfer Station and pay \$250 per year, costing the city 95,826.12.

Mrs. Barnes stated that the new fees should be implemented by September when the new stickers are issued. The Council decided to hold an unofficial Public Hearing for community members to comment on in the future.

**GOOD NEWS & RECOGNITION**

Councilor Ward stated that Lisbon High School had their Sports Banquet. They gave out five golden L's to athletes.

**PUBLIC HEARINGS**

**A. SPECIAL ENTERTAINMENT PERMIT FOR FRANKS RESTAURANT & PUB**

The Vice Chairman opened the Public Hearing. There were no comments. The Vice Chairman closed the Public Hearing.

**B. SNAPPY DAWGS GRIDDLE – MOBILE UNIT AT RIVERSIDE FLEA MARKET**

The Vice Chairman opened the Public Hearing. There were no comments. The Vice Chairman closed the Public Hearing.

## **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE**

### **CONSENT AGENDA**

**VOTE (2019-107B)** Councilor Larochelle, seconded by Councilor Lunt, moved to approve the following:

- A. Municipal Accounts Payable & Payroll Warrants -
 

#592019	\$ 24,456.94	#5162019	\$ 8,945.12
#5212019	\$493,616.71		
- B. School Accounts Payable & Payroll Warrants -
 

#1059	\$ 345,626.35	#1060	\$ 11,868.96
#1061	\$ 609.70	#1062	\$ 317,302.15
#27	\$1,382.10		
- C. Workshop Minutes of April 30, Regular Minutes of May 7 & Special Meeting Minutes of May 14
- D. Renewal Victualer's Licenses, Riverside Dairy Bar, Snappy Dawgs Griddle, Smokin Phils Belly Bustin BBQ
- E. Itinerant Vendor Permits for Lisbon Rec (Moxie 5K/Car Show etc) & Riverside Flea Market
- F. Off Premise Catering Permit for Cooks Lobster & Ale House – Beer Garden
- G. Special Entertainment and Liquor License for Franks Restaurant & Pub
- H. Schedule public hearing for Chpt 70 Zoning Ordinance Amendment - Day Care Changes and
- I. Coastal Humane Society Contract Renewal

**Order passed - Vote 5-0.**

## **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

### **SCHOOL SAFETY GRANT**

**INTRODUCTION:** Chief Hagan said the United States Department of Justice released the 2019 School Violence Prevention Program Grant. This grant improves security on school grounds. The Police Department, in partnership with the school department, would like to apply for this grant. The Chief said if approved, they would also ask for permission to receive and spend all grant monies on the following projects:

- Seeking \$4,457: The Police Department would use these funds to send a firearms instructor to an advanced training. This training program exposes first responders to the tactical skills necessary to operate successfully in the unique and chaotic scenario of an active shooter. These incidents are not normal events, and thus standard firearms training does not prepare our responders for this type of response. Our instructor would then return to this agency and train the officers in the skills learned.
- Seeking \$796: The School Department would use these funds to install panic alarms in each Lisbon school. These alarms would be monitored by a local security company on a daily basis.
- Seeking \$12,395: The third piece to the grant would be installing additional security cameras at two Lisbon Schools to monitor particular areas not currently visible on camera.

Chief Hagan said the grant requires a 25% match in funds from the requesting agency. The Lisbon Police Department would be required to allocate a total of \$1,114.25 out of its designated training funds budget to send an officer to training. The Lisbon School Department would allocate \$199 of their designated funds to address the panic alarms, and any further required funds in cost overrides and monthly security monitoring fees. The Lisbon School Department would also fund the \$3,099 match, and any other possible cost overrides to address these additional security cameras.

**VOTE (2019-108)** Councilor Brunelle, seconded by Councilor Kolbe moved to authorize the Police Chief to apply for a School Safety Grant and to accept and spend if awarded. **Order passed - Vote 5-0.**

## 2019 HOMELAND SECURITY GRANT – POLICE DEPARTMENT

**INTRODUCTION:** Chief Hagan said the Police Department has the opportunity to apply for Federal Funds through the 2019 Homeland Security Grant. This particular grant does not require any matching funds and has been used in recent years to purchase security cameras for the interior and exterior of the Police Department and Town Office building, desktop and laptop computers, and infrared thermal cameras for nighttime searches. The amount of money that the Lisbon Police Department could possibly receive is currently unknown, however recent years allotments have been in the \$4,000 dollar range.

Chief Hagan said the Police Department would be requesting to use the money to purchase two mobile radios for our cruisers, and four portable radios for our officers. Our current radios are at the end of their useful life span and we need to move forward with their replacements in a timely manner. The current anticipated funding request will be approximately \$6,800.

Chief Hagan requested permission to apply for, accept, and spend any money amount allotted through this grant process towards the above purchases.

**VOTE (2019-109)** Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Police Chief to apply for the 2019 Homeland Security Grant and to accept and spend if awarded. **Order passed - Vote 5-0.**

## MOXIE DAY ROAD CLOSURES

**INTRODUCTION:** Mr. Stevens explained on behalf of the Moxie Festival Committee the Town Council authorization road closures as presented and the use of various municipal areas in connection with the 2019 Moxie Festival, to be held from Friday, July 12, 2019 through Sunday, July 14, 2019. He said all closures are in Lisbon Falls, unless otherwise specified.

Mr. Stevens said the Moxie Festival Committee wishes to thank everyone involved in advance, who make this festival a weekend of fun and community spirit for residents and visitors alike.

**VOTE (2019-110)** Councilor Larochelle, seconded by Councilor Brunelle moved to authorize the 2019 Moxie Festival Street Closures and municipal assistance as follows:

1. Closure of Main Street from Route 196 to the High Street intersection from 6:00 a.m. to 6:00 p.m. Saturday, July 13, 2019. (Parade and Festival Activities)
2. Closure of the Main Street municipal parking lot on Friday, July 12, 2019 beginning at 8:00 p.m. Continued barricade of this lot will continue through 6:00 p.m. Saturday, July 13, 2019. (Set up and Festival Activities)
3. Closure of Route 196 from 10:00 a.m. to 12:00 p.m. on Saturday, July 13, 2019. (Parade)
4. Closure of Main Street from Route 196 to North Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Parade and Festival Activities)
5. Closure of Capital Avenue from 6:00 a.m. to 12:00 p.m. on Saturday, July 13, 2019. (Parade Line up and Staging)
6. Closure of School Street from Main Street to Vining Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019 from 6:00 a.m. to 6:00 p.m. (Festival Activities)
7. Closure of Addison Street to South Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019.
8. Closure of Campus Avenue from Noon to 9:00 p.m. on Saturday, July 13, 2019.
9. Closure of Maple Street from Main Street to Pine Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Festival Activities)

10. Closure of Oak Street from Route 196 to Pine Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019.
11. Closure of Union Street from Main Street to Booker Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Pedestrian use)
12. The additional ability to close any road or municipal area deemed necessary by the Police Chief for public safety.
13. Traffic alerts for the following areas on Saturday, July 13, 2019 during the 5k Moxie Run :
  - a. Route 9 from Wing Street, Higgins Street, Spear Street, Cross Street, Huston Street, Scottsdale Avenue, and Frost Hill Avenue.

In addition, the Moxie Festival Committee requests the following assistance from Public Works:

1. One dump truck, trash dumps, and bags in the municipal parking lot on Main Street from 8:00 p.m. on Friday, July 12, 2019 through 6:00 p.m. on Saturday, July 13, 2019, for the purpose of garbage collection.
2. Eight to ten trash barrels on Main Street during this same time period.
3. Six trash barrels at the MTM Center during this same time period.
4. A PW staff member available to empty trash bags into the dump truck as needed.
5. Placement of barricades for street and lot closings.
6. Barricades at both parking lot openings by 6:00 p.m. on Friday, July 12, 2019.

**Order passed - Vote 5-0.**

#### HOMELAND SECURITY GRANT – FIRE DEPARTMENT

**INTRODUCTION:** Chief LeClair said the FEMA Homeland Security Grant, which is through the State and County EMA office is due on Friday, May 17, 2019 by the close of business. The grant period was late getting to me due to a clerical issue at the County level.

Chief LeClair explained this year he would be requesting funds, through the County level grant to purchase army style cots for the fire stations. During events such as blizzards, hurricanes, or other extended incidents the stations can be staffed. During these times, personnel have nowhere to sleep. Firefighters have been known to sleep on or under tables. He said the idea would be to be able to place cots in both stations when these events occur so personnel have places to rest.

Chief LeClair requested the amount of \$1668 to purchase 12 cots (6 for each station). Any matching portions will be coming out of my operational account.

**VOTE (2019-111)** Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Fire Chief to apply for the 2019 Homeland Security Grant and to accept and spend if awarded. **Order passed – Vote 5-0.**

#### FISCAL YEAR 2020 PAVING BID

**INTRODUCTION:** Mr. Cyr said the Town of Lisbon Public Works Department sent out our 2019-2020 fiscal year Paving RFP on April 30, 2019, to all contractors wanting to place a bid this year. The cut off time for submission of all sealed bids to the town was May 7, 2019 at 10:00 am.

Mr. Cyr explained there were changes that were made to the original RFP and upon the opening of all bids there were also several errors and corrections that needed to be addressed. These changes are as follows:

1. The original RFP sent April 30, 2019 had Wing Street listed to be paved however due to conflict with budgeting, Wing Street had to be deleted from the 2019-2020 Paving RFP. Along with the deletion of Wing Street from the RFP, all bid totals needed to be updated to reflect this change.

Each contractor's bid form was re-calculated and changed by Randy Cyr, Public Works Director. All changes were made on the same bid form to each contractors estimate where needed. Any area crossed out reflects the changes Randy made with updated total/value in its place.

Mr. Cyr said these changes consisted of totals for surface work and linear footage of shoulder and rehabilitation.

2. There was also an error on the bid form submitted by All-State Asphalt. The totals reported in recording square yardage of reclaim were not correct in which totals were changed to match Northeast Paving and Crooker to come up with new totals.

Mr. Cyr said after a thorough review of all the submitted bids by Pike Industries, Northeast Paving, Crooker Construction LLC and All-State Asphalt, he recommend the winning bid go to All-State Asphalt as their total dollar amount is the lowest.

**VOTE (2019-112)** Councilor Brunelle, seconded by Councilor Larochelle moved to award the 2019-2020 Paving bid to All-State Asphalt, in the amount of \$239,656.40 for paving.

**Order passed - Vote 5-0.**

#### LISBON LIBRARY – SALE OF USED BOXES

**INTRODUCTION:** Mrs. Nadeau requested Council permission to sell the used 16" by 18" cardboard boxes that were purchased last October 2018 to move and store the books during the 3-week remodel project. Approximately 500 boxes had been purchased with funds set aside specifically for the remodel project. The total expenditure was under \$1,000.

Mrs. Nadeau requested permission to sell the boxes for \$1.00 per box. She said the proceeds will be deposited into the "Miscellaneous Revenue Account". The boxes were offered to other departments for their use, but the larger size makes them too big for most other uses.

**COUNCILOR COMMENTS:** Mr. Larochelle recommended that if Mrs. Nadeau is unable to sell them that it would be ok to just throw them out for recycling.

**VOTE (2019-113)** Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the sale of cardboard boxes at the Library for \$1 each. **Order passed - Vote 5-0.**

#### TAX ACQUIRED PROPERTY SALE

**INTRODUCTION:** Mrs. Barnes reported the Town of Lisbon foreclosed on the property listed below on December 17, 2018 for non-payment of Real Estate Taxes. She said she sent out a notice of redemption granting an additional 30 days to redeem the property before Council takes action to dispose of the property. On February 19, 2019, Council authorized the sale of this property through sealed bid. After investigating the property further, it was determined to be unbuildable by the Code Enforcement Officer.

Mrs. Barnes said she sent out letters to the abutters on April 25 and received one offer from Anthony Quatrano in the amount of \$1,035.00.

Off Cross Street

\$3,250.27

Mrs. Barnes recommended the Council accept the offer of \$1,035.00 from Anthony Quatrano, and authorize the Town Manager to issue a quit-claim deed without covenants, plus write off the remaining balance due on the account in the amount of \$2,215.00.

**VOTE (2019-114)** Councilor Ward, seconded by Councilor Brunelle moved to accept the offer of \$1,035.00 from Anthony Quatrano, authorize the Town Manager to issue a quit-claim deed without covenants, and to write off the remaining balance due on the account in the amount of \$2,215.00. **Order passed - Vote 5-0.**

## BUDGET DISCUSSION

Mrs. Barnes requested adding an additional five hours to a Library position, making it full time and changing a part-time position to full time. The Council agreed to add the additional five hours to one position and denied the part-time to full-time increase.

Mrs. Barnes requested an increase in EMA wages, which was denied by the Council.

Mrs. Barnes discussed the need for a new Police Department vehicle. They have \$62,000 in the budget for this year, and will then take \$22,000 from the unassigned fund balance. Councilor Ward asked if there were any bonds being retired this year. Mrs. Barnes stated that there is at least one, and she will get that information for them.

Mrs. Barnes requested adding two or three per diem positions to the Fire Department. The Council denied those positions. They will keep money in the budget for the Fire Department Equipment.

Mrs. Barnes requested an additional \$5,000 be added to the Technology Budget to help cover the cost of a new Police Department computer server. The Council agreed to add it for the FY19-20 year only.

Mrs. Barnes requested taking \$30,000 from the unassigned fund balance to help pay for the Town Office roof extension. Council agreed and requested this go out to bid as soon as possible.

Mrs. Barnes requested keeping the Contracted Town Planner on staff. Council agreed and suggested that the Town Planner be a resource for Economic Development as well as for the Planning Board.

## AMENDMENTS TO CHAPTER 70 ARTICLE I SECTION 70-1, ARTICLE IV, DIVISION 13 SECTION 70-530, & SECTION 70-531 DAY CARE CHANGES

### *First Reading*

**INTRODUCTION:** Mr. Douglass explained the changes. The town has been only allowing eight or fewer children per Day Care. The town will now allow up to 12 children per Day Care to match the State's requirements.

**VOTE (2019-116)** Councilor Brunelle, seconded by Councilor Larochelle moved to adopt the amendments to Chapter 70 Article I Section 70-1, Article IV, Division 13 Section 70-530, & Section 70-531 Day Care changes as follows:

## Chapter 70 - ZONING ORDINANCE

### ARTICLE I. - IN GENERAL

#### Sec. 70-1. - Definitions.

*Childcare, Center.* A house or other place in which a person or combination of persons, maintains or carries out a regular program, for consideration, for any part of a day providing care and protection for thirteen (13) or more children under thirteen (13) years of age, or any location or locations operated as a single childcare program or by a single person or persons when there are more than twelve (12) children being cared for.

*Childcare, Small Facility.* A house or other place in which a person or combination of persons, maintains or carries out a regular program, for consideration, for any part of a day providing care and protection for 3-12 children under 13 years of age.

~~*Childrens' day care facility. A house or other place in which a person maintains or otherwise carries out a regular program, for consideration for any part of a day providing care and protection for three or more children under 13 years of age. "Day care center" does not include any facility operated as a nursery school, a home day care provider or summer camp established solely for recreational and educational purposes or formal public or private school in the nature of a kindergarten or elementary or secondary school approved by the Commissioner of Education in accordance with Title 20-A.*~~

## ARTICLE IV. – DISTRICT REGULATIONS

### DIVISION 13. - DISTRICT USES

#### Sec. 70-530. - Land uses.

All land use activities, as indicated Sec. 70-531 Table of Land Uses, shall conform to all of the applicable performance standards. The district designation for a particular site shall be determined from the Zoning Map of Lisbon, Maine.

(1) Key to Table of Land Uses:

P	Permitted by right if they comply with all applicable federal, state and town laws and regulations and the performance standards in article VI of this chapter. Uses may also require Subdivision and/or Site Plan Review approvals pursuant to other provisions of this Code.
C	Permitted upon authorization of a conditional use permit by the planning board in accordance with Article III of this Chapter. {May also required Site Plan Review and/or Subdivision approval}
No	Prohibited

(2) Abbreviations:

RP	Resource Protection
LR	Limited Residential
GR	General Residential
RO-I	Rural Open Space I
RO-II	Rural Open Space II
RR	Rural Residential
LRR	Limited Rural Residential
V	Village
C	Commercial

I	Industrial
DD	Diversified Development

Sec. 70-531. - Table of land uses.

<i>Commercial/Business Uses</i>	RP	LR	GR <sup>12</sup>	RO-I	RO-II	RR	LRR	V	C	I	DD <sup>8</sup>
<del>Child day care in home/eight or fewer children-Childcare, Small Facility</del>	NO	C	C	C	C	C	NO	C	NO	NO	<del>PC</del>
<del>Children's Day Care Facility-Childcare, Center</del>	NO	NO	C	C	NO	C	C	C	C	C	C

**Roll Call Vote: Yeas –Lunt, Larochelle, Ward, Kolbe, and Brunelle. Nays - None. Order passed - Vote 5-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. Planning: Councilor Ward said that Dan Leeman had submitted his Resignation for the Planning Board.
2. LDC: Councilor Larochelle said that they did not have a meeting this month. He said the Route 196 project is progressing with landscaping being done at the Rusty Lantern and the boxes are in the ground for the solar lights.
3. Conservation Commission: Councilor Ward said he was not able to attend the meeting; he will update the Council next time. He expects the project will be done within the next month or so.
4. Recreation: Councilor Kolbe said that they are two weeks ahead of last year getting the parks, trails and gardens cleaned and mulched. Their summer brochure went out early. Registrations for summer programs are underway. The Recreation Committee selected the Beaver Park projects to be moved higher on their priority list.
5. County Budget: Councilor Ward said they need to nominate two people for County Commissioner District #4 for County Budget Committee. He wanted to point out that whomever they nominate will carry zone four because of population, it will oversee Sabattus and Greene. He nominated himself and Councilor Lunt, if Mr. Lunt is interested. He said that Norman Beaparlant would be stepping down from the Committee.
6. Library: Councilor Lunt said that the Summer Reading Program starts soon, so parents should sign their kids up.

### B. TOWN MANAGER'S REPORT



Mrs. Barnes said that the solar lights will go up at the Rusty Lantern next week and that will finish the downtown project.

The Village Streetscape Project has started and is going well and everything is still on track for closing on the other piece of property on May 31.

#### C. DEPARTMENT HEAD WRITTEN REPORTS

*No comments*

### APPOINTMENTS - NONE

#### NOMINATIONS FOR COUNTY BUDGET COMMITTEE DISTRICT #4 (LISBON/SABATTUS/GREENE)

COUNCILOR COMMENTS: Councilor Larochelle and Councilor Brunelle said that Councilor Lunt and Councilor Ward are both tenured for this position, so that benefits the Committee.

**VOTE (2019-117)** Councilor Larochelle nominated Councilor Lunt & Councilor Ward for the County Budget Committee District #4 (Lisbon/Sabattus/Greene) seats. **Order passed – Vote 5-0.**

### COUNCILOR COMMUNICATIONS – NONE

### AUDIENCE PARTICIPATION FOR NEW ITEMS

Roger Bickford wanted to make the Town aware that on June 1, the ATV access roads will open. They are open from June 1 to October 31. They would like the communities help in policing it. Cell phones are a great way to take pictures of any unusual activity. He wanted to remind people that the speed limit for the trails is 10 MPH and to remind people that the Ordinance states that 16 and 17 year olds, without a license, cannot ride on public roads. The State law requires that a child 17 or under cannot ride on public roads unless they are with someone who is at least 21 years old with a License.

Mr. Bickford wanted to thank the Hard Core Riders and area Business, including Councilor Larochelle's business, for the help in contributing towards the signs and posts for the trails. He said 10 or more prominent landowners stepped forward to help build these trails, including Jed Simard, who gave them permission to go through one field.

### EXECUTIVE SESSION - NONE

### ADJOURNMENT

**VOTE (2019-118)** Councilor Larochelle, seconded by Councilor Kolbe moved to adjourn at 7:50 PM. **Order passed - Vote 5-0.**

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Lisa B. Smith, Deputy Clerk  
Date Approved: June 4, 2019