



**TOWN COUNCIL
WORKSHOP &
SPECIAL MEETING
MINUTES
MAY 1, 2018**

Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020

CALL TO ORDER. The Chairman, Councilor Ward, called the workshop meeting to order and waived the pledge of allegiance to the flag at 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, Crawford, and Larochelle. Also present were Diane Barnes, Town Manager; Miriam Morgan-Alexander, Appeals Board/Assessment Review Board; Donald Fellows, Planning Board; Marc Hagan, Chief of Police; Nate LeClair, Fire Chief; Tracey Steuber, Economic And Community Development; and approximately 35 citizens (during the regular portion) in the audience.

WORKSHOP –DINGLEY PRESS TIF

James Saffian, attorney from Pierce Atwood in Portland explained each of the three previous amendments. The proposed development plan would be a fourth amendment, which identifies what projects Lisbon can accomplish with the TIF funds. The existing plan only identified Economic Development budget expenditures that include salary, department operating expenses and \$5,000 for the Moxie Festival.

Ms. Steuber indicated the amended TIF extends the development plan throughout the life of the TIF so the Council could modified the development plan at this point to identify our wish list of development projects for the Village and downtown areas, like sidewalks, streetscapes, infrastructure, and roads. Not all of the development projects identified will be completed she said, but as opportunities arise, these TIF dollars will be available to help fund them.

Mr. Saffian explained the amended TIF can be set up today to capture 100% off the 6 Million (see chart in packet), and Council would have the option to decide annually whether to capture this or not. He said Council is able to shelter those funds, which are dedicated to eligible projects only; however, these are typical projects completed eventually, like roads and infrastructure.

Councilor Ward indicated he understood past Councilors had probably decided to place most of the TIF dollars into the general fund due to the economy (around 1999) dedicating a portion for ECD salary and the Moxie Festival. He polled the Council, which indicated its approval to capture 100% off the 6 Million this year and hopefully moving forward.

Councilor Larochelle pointed out TIF dollars can be put into the general fund or into another fund sheltered for specific development projects, but in either case the town did not lose this money. As shelter dollars, the town benefits from the increased valuation not reflected in the assessment figures the state uses for calculating state aid for education reimbursement, county tax and revenue sharing.

Councilor Larochelle recommended gently phasing out these TIF dollars as this program ends to reduce any impact on the budget. Councilor Lunt mentioned the shift that happens as the TIF dollars end and we begin to collect the full amount of the tax dollars and report the increased valuation to the state. Mr. Saffian explained to expect about a two-year lag time once the town moves forward with implementation. One major reason for extending this TIF would be to amend the development plan.

Ms. Steuber reported, when approved by the state, this development plan may include project costs for a variety of projects. To list a few, we included:

- Street and Road Rehabilitation
- Road and Sidewalk Improvements
- Traffic Signs, Signals, Pedestrian Crossing (From Center of Village Street to Dingley Press and along the other major access roads in town)
- Pro-rated costs to fund permitting, engineering, legal and feasibility costs (Village portion of Lisbon to Dingley Press)
- Pro-rated costs for acquiring Fire Vehicles and other public safety equipment that will improve the fire safety capacity in and around Dingley Press in the District

Mrs. Barnes pointed out that community wide projects were included since residents in the District travel on all our roads and benefit from MDOT related projects, infrastructure, economic development improvements, and initiatives throughout our town.

Councilor Larochelle asked Mr. Saffian about the benefits of creating a TIF policy, incorporating standard reimbursement amounts for standard investment amount, in standard areas, creating consistency for investors and residents moving forward. It helps to guide future Councilors and Economic Development Directors.

GOOD NEWS & RECOGNITION

PROCLAMATION PRESENTATION TO PHIL PALMORE

Adopted by Council March 20, 2018

The Town Clerk read the proclamation and Councilor Ward presented the proclamation to Phil Palmore. Deputy Chief Robitaille and a large number of firefighters came forward and presented Mr. Palmore with his helmet, shield, and fire department badges. Mr. Palmore thanked the Council and his comrades for their support over the years. He mentioned he enjoyed his time working in Lisbon over the past 33 years.

PUBLIC HEARING - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2018-94) Councilor Brunelle, seconded by Councilor Lunt moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants

#117	\$20,184.08	#118	\$166,046.17
#119	\$17,081.97	#120	\$241,671.96

B. School Accounts Payable & Payroll Warrants

#29	\$737.34	#1057	\$13,013.55
#1056	\$346,386.42	#1820	\$82,961.17

C. Workshop Minutes of April 10, Minutes of April 17, and Workshop Minutes of April 24, 2018

D. Set public hearings on May 15 for Victualer's licenses for Fernand Stelsor d/b/a Domino's, Phil Butterfield d/b/a Smokin Phil's Belly Bustin BBQ, and Special Entertainment Permit for Franks

E. Renewal Victualer's Licenses (see attached list) and a

F. Renewal Itinerant Vendor Permit (Outdoor Flea Market) for the Carville's d/b/a the Riverside Flea Market

Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

AMENDED AND RESTATED CREDIT ENHANCEMENT AGREEMENT FOR DINGLEY PRESS

INTRODUCTION: Ms. Steuber explained the TIF was amended and now the Credit Enhancement Agreement is ready for the Council to authorize the Town Manager to sign. Mr. Saffian explained the current agreement is outdated. This agreement covers the discussion from the workshop.

VOTE (2018-95) Councilor Larochelle, seconded by Councilor Brunelle moved to approve the Amended and Restated Dingley Press (TIF) Credit Enhancement Agreement and authorize the Town Manager to sign the same. **Order passed - Vote 7-0.**

CDBG FAÇADE GRANT BIDS

INTRODUCTION: Ms. Steuber reported the following bids were opened publicly, in the presence of Diane Barnes, Derek Bichrest, and were advertised in the Sun Journal, on April 20, 2017 at 2:00pm Town website and sent to the following:

<u>Location</u>	<u>Bidder</u>	<u>Bid</u>
206 Lisbon Street	Bichrest Bros.	\$39,400
	H.E. Callingham	No Bid
	Alexander Construction	No Bid

There were a total of 3 bid packets distributed for 206 Lisbon Street.

The Scope of Work consists of the following:

Remove glass sunroom. Remove all old siding and repair rot on the back wall. Install 3/8 insulated house wrap then 23sq. of ct monogram vinyl siding. Install 4ft. of Vera's stone siding to the front of building. Install new fascia and soffit. Install two 4ft. x 3ft. new paradigm windows behind building. Install commercial double swing all glass doors with aluminum frame. Install overhead full glass garage door in showroom. Rebuild existing lean to on the side of building. New metal roof and build new wooden doors. Install two 4x8-azack sign mounts and new azack trim to doors and windows. Replace roof with new epdm rubber roofing and new Plexiglas skylight. 22 sq.

After speaking with the owners, the Economic & Community Development Director is requesting Council to award the one bid from Bichrest Bros. for \$39,400 as part of the CDBG Façade Grant requirements.

COUNCILOR COMMENTS:

VOTE (2018-96) Councilor Brunelle, seconded by Councilor Lunt moved to award the CDBG Façade Grant Bid to Bichrest Brothers for \$39,400. **Order passed - Vote 7-0.**

MAINE DEPARTMENT OF TRANSPORTATION MILL STREET – CENTER BRIDGE REPLACEMENT PROJECT CONSTRUCTION OVERLIMIT PERMIT & MUNICIPAL BOND

INTRODUCTION: Mrs. Barnes explained MDOT is requiring the town to agree to issue a permit for overweight equipment on town roads pursuant to 29-A MRSA § 2382 for the Contractor on the Mill Street Center Bridge Replacement project to haul non-divisible overlimit loads on our municipal road. The town can require a Municipal Construction Bond to cover the cost of any damage that might occur because of the overlimit loads.

VOTE (2018-97) Councilor Brunelle, seconded by Councilor Albert moved to approve the construction overlimit permit for the contractor for the MDOT Mill Street/Center Bridge Replacement Project allowing the contractor to haul non-divisible overlimit loads on municipal ways and authorize the Town Manager require the

Municipal Construction Bond along with establishing permit conditions to protect the Town's interest if needed.
Order passed - Vote 7-0.

SET PUBLIC HEARING FOR AMEND3ED & RESTATED DINGLEY TIF DEVELOPMENT PROGRAM

VOTE (2018-98) Councilor Albert, seconded by Councilor Larochelle moved to set a public hearing on May 15 to discuss the Amended and Restated Dingley TIF Development Program. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said there was nothing to report.
2. Planning: Councilor Ward said they reviewed the CIP program and requested the Council present it to them at their next meeting. He recommended they attend the initial presentation to Council next year.
3. Water Commission: Councilor Brunelle encouraged attendance at the MTM May 2 at 6 PM to hear from MDOT regarding the Main Street project. Other than that, he said there was nothing to report.
4. LDC: Councilor Larochelle said there was nothing to report.
5. Conservation Commission: Councilor Ward said there was nothing to report.
6. Recreation: Councilor Kolbe said there was nothing to report.
7. County Budget: Councilor Ward said there was nothing to report.
8. Library: Councilor Lunt encouraged families to sign up for the summer reading program.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said MDOT invited the abutter along the MDOT Main Street project to attend the public hearing at MTM on May 2 at 6PM. She recommended the May 8 meeting start at 6 PM with Nick from IT regarding the technology budget, followed by a discussion with the Contracted Town Planner regarding the Planning Board budget. She reminded Council the School Budget's public hearing begins at 7 PM followed by Public Safety budget discussions with Police and Fire. There were no objections to adding IT and Contracted Town Planner budget discussions at 6 PM.

APPOINTMENTS

APPOINT ELECTION CLERKS *2 Year Terms*

INTRODUCTION: Mrs. Lycette explained that the party chairs submit names for Election Clerks. This list is a combination of those and the previous Election Clerks still willing to serve.

VOTE (2018-99) Councilor Kolbe, seconded by Councilor Crawford moved to appoint the following Election Clerks:

DEMOCRAT ELECTION CLERKS

Adams, Mary-Ann
Baldwin-Wilson, Victoria
Cloutier, Mel
Donle, Lacey
Fellows, Donald
Fellows, Jane
Fournier, A. Jeannie
Gray, Sheila
Hale, Marie A.
Hanlon, Karen

Keller, Jo-Jean
Levesque, Bertrand
Madden, Ora
Metayer, Andrea
Sawyer, Elizabeth
Smith, Alfred
Staley, Alene
Stessl-Larochelle, Constance
Stewart, Dona
Yenco, Addie
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REPUBLICAN ELECTION CLERKS

Barden, Virginia
Baumer, Julie-Ann
Booker, Camille
DeGroft, Mary
Douglass, Linda
Edward, Mary
Ganong, Margaret
Gayton, Monique
Greim, Phyllis
Haggerty, Cheryl
Haggerty, Timothy

Jones, Laura
Jones, Jonathan
Jordan, Robert J.
Maloy, Jessica
Michel, Dan
Michel, Gwendolyn
Rioux, Rick
Roberts, Cynthia
Twig, William
Tardiff, Pat
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UNENROLLED ELECTION CLERKS

Durisko, Jody

1

Order passed - Vote 7-0.

APPOINT WARDEN FOR JUNE 12, 2018 ELECTION

Rick Roberts

VOTE (2018-100) Councilor Kolbe, seconded by Councilor Crawford moved to appoint Richard Roberts a Warden for the June 12, 2018 Local and State Election. **Order passed - Vote 7-0.**

COUNCILOR COMMUNICATIONS

Councilor Larochelle thanked Cheryl Haggerty with Positive Change Lisbon for recently organizing a cleanup day on Main Street. He said they were able to accomplish a lot. He thanked Mr. Aiveoli from Public Works for providing the dump truck to haul away the trash.

Councilor Ward thanked the Junior Athletic League for their help with the three new ball fields that are shaping up nicely. We now have a presence and good tournaments.

AUDIENCE PARTICIPATION FOR NEW ITEMS

Ms. Steuber reported there would be a delay in getting news about whether or not our grant will be awarded or not. The State of Maine is waiting to hear how much funding they will received from the federal level first.

EXECUTIVE SESSION

VOTE (2018-101, 102, 103, & 104) Councilor Albert, seconded by Councilor Kolbe moved to go into Executive Session at 7:25 PM per 1 MRSA Section 405(6) (A) Personnel Matters, Section 405 (6) (C) Acquisition of Real Property or Economic Development, 405 (6) (D) Labor Negotiations, and 405 (6) (E) Consultations with Legal Counsel. **Order passed – Vote 7-0.**

The Council came out of executive session at 9 PM and the meeting resumed.

VOTE (2018-105A) Councilor Crawford, seconded by Councilor Kolbe moved to authorize the Town Manager and Police Chief to enter into a Memorandum of Agreement with the bargaining units representing police officers, detectives, and sergeants to establish total hourly wage rates not to exceed \$50.00 for hours worked on special duty assignments funded by sources other than the Town of Lisbon. **Order passed – Vote 7-0.**

VOTE (2018-105B) Councilor Lunt, seconded by Councilor Larochelle moved to accept a transfer of the real estate at 385 Lisbon Street from Lisbon Emergency, Inc. to the Town of Lisbon in exchange for the Town's forgiveness of the \$25,000 Promissory Note from Lisbon Emergency to the Town of Lisbon dated June 28, 2007, and to authorize the Town Manager to execute all documents necessary to complete the transaction with the intent to sell the property. **Order passed – Vote 7-0.**

VOTE (2018-105C) Councilor Larochelle, seconded by Councilor Albert moved to approve the Purchase and Sale Agreement for the Town to acquire real estate at 241 Lisbon Street from DEM Properties, LLC for the purchase price of \$80,000, contingent on completion of due diligence satisfactory to the Town, including a Phase I Environmental Assessment. **Order passed – Vote 7-0.**

VOTE (2018-105D) Councilor Kolbe, seconded by Councilor Lunt moved to confirm the appointment of Thomas Martin Jr., as Public Works Director with a starting salary of \$80,000, and 3 weeks' vacation, commencing January 1, 2019, and professional development to attend APWA and MBTA meetings. **Order passed – Vote 6-1. (Opposed: Brunelle)**

ADJOURNMENT

VOTE (2018-105E) Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:00 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: May 15, 2018