



**TOWN COUNCIL  
MEETING MINUTES  
JUNE 20, 2017**

Dale Crafts, At Large 2017  
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

**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, Kolbe, Crafts, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Miriam Morgan Alexander, Appeals and Assessment Review Boards; and approximately 15 citizens in the audience.

**GOOD NEWS & RECOGNITION**

Councilor Ward congratulated and recognized the Lisbon baseball team for their efforts on Saturday. This was the first time since 1989 that we had a stake in that game and they played well, but it came all undone in the seventh inning.

Councilor Albert congratulated the class of 2017 and wished them all the best in their journey ahead.

**PUBLIC HEARING**

**A. RENEWAL SPECIAL ENTERTAINMENT PERMIT–FRIENDS LODGE, INC.**

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

**B. FY 2017-2018 MUNICIPAL BUDGET & CAPITAL IMPROVEMENT PLAN**

The Chairman requested the Town Manager introduce the items. Mrs. Barnes explained that the municipal budget, excluding the County Tax and local contribution to the School Department started out with an increase of \$1,530,577 or a 19.2% increase over the current FY budget of approximately \$7,986,427. Through the hard work and dedication of the department heads, Town Council, and through several budget meetings in a variety of different ways we have been able to reduce that budget now down to an increase of \$196,554. Some items were deferred to another year and some one time purchases the Council decided to dedicate the unassigned fund balance to cover those expenses, plus some changes occurred to some of our budget figures. The budget is now \$196,554 over the current fiscal year budget which is about a 2.4% increase without the County's Tax, and with the County's Tax it's about a 2.8% increase.

Mrs. Barnes explained that the other difference is in the revenues. The Excise Tax has been climbing and more than expected so that revenue has been increased by \$100,000 from the current fiscal year. She said with that change plus a few other changes our revenue estimates are up \$155,972. She indicated that if all things were equal or with the current values and nothing new on the commitment these two together with the increase in the budget and revenue the difference would be about \$40,582 or around a .08 cent increase on the mil rate. Obviously, that's not the way it will be because we will pick up new value and there will be other things involved in the commitment, but just the municipal side alone it is a .08 cent increase. She said there have been recent changes to the Technology budget. She mentioned the IRS rebate was netted to an expense, which means it can be taken out of the budget and revenue estimates so when it comes in it will directly hit that line to pay the debt payment out of. She said that's where we are at right now.

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 (2017-150)** Councilor Albert, seconded by Councilor Kolbe moved to approve the Accounts Payable & Payroll Warrants #146 for \$20,091.18, #147 for \$9,146.47, #148 for \$4,617.00, #149 for \$130,050.46, #150 for \$13,975.78, and #151 for \$132,766.16, School Accounts Payable & Payroll Warrants #1068 for \$320,202.54, #1069 for \$358,069.20, #1070 for \$12,507.26, #35 for \$244.04, and #1724 for \$90,782.97, a Liquor License for the Friends Lodge, Inc., along with the Workshop minutes of May 23, 2017, Minutes of June 6, 2017, Plus a Banner Permit for Positive Change Lisbon, a Carnival/Festival Application for Positive Change Lisbon, and to ratify the Election results for the June 13, 2017 Election. **Order passed - Vote 7-0.**

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

### **DUMP BODY BID AWARD**

**INTRODUCTION:** Mr. Leighton indicated he advertised and sent requests for proposals to the following vendors:

HP Fairfield, LLC  
Messer Truck Equipment  
Viking Cives, USA

We received the following bids:

\$99,300	HP Fairfield, LLC
\$114,197.26	Messer Truck Equipment
\$96,170	Viking Cives, USA

Mr. Leighton recommended awarding the bid to Viking Cives, USA who indicated that they could meet our schedule.

**VOTE (2017-151)** Councilor Lunt, seconded by Councilor Crawford moved to award the bid to Viking Cives, USA in an amount not to exceed \$96,170 and to authorize the expense from unassigned fund balance. **Order passed - Vote 7-0.**

### **SIDEWALK SNOW-BLOWING BID AWARD**

**INTRODUCTION:** Mr. Leighton indicated he advertised and sent the revised requests for proposals to the following vendors:

Maloy's Law Care  
Granville Morgan  
ETTI  
Balfour Landscaping

Davis Landscaping  
Campbell's  
Landscaping  
Copp Excavation

Longchamps & Sons  
Four Seasons Landscaping  
Goodall Landscaping  
James Carville

We received the following (5-year contract) bids:

\$250,000	Four Seasons Landscaping
\$283,000	Longchamps & Sons

Mr. Leighton pointed out that James Carville's bid was received after the deadline. He recommended awarding the bid to Four Seasons Landscaping. Once awarded, he recommended the town draft an agreement between the town and Four Seasons to make this a little more formal and lay out all the details.

**COUNCILOR COMMENTS:** Councilor Crawford asked if the town provided the sand. Mr. Leighton indicated the town does provide the sand.

**VOTE (2017-152)** Councilor Crawford, seconded by Councilor Albert moved to award the sidewalk snow-blowing bid to Four Seasons Landscaping in an amount not to exceed \$250,000 for a five year contract. **Order passed - Vote 7-0.**

#### AVCOG JOINT PURCHASE 2017-2018 ROAD SALT

**INTRODUCTION:** Mr. Leighton reported AVCOG has extended their agreement for road salt purchases with Eastern Salt Company, Inc. for the 2017-2018 winter season at no increase over the previous year, which was for our region \$56.61 per ton.

**VOTE (2017-153)** Councilor Albert, seconded by Councilors Lunt and Crawford moved to approve the AVCOG Joint Purchase with Eastern Salt for \$56.61 per ton for road salt. **Order passed - Vote 7-0.**

#### TOWN PLANNING SERVICES CONTRACT

**INTRODUCTION:** Mrs. Barnes explained Town Planning Services contract. She recommended the Council approve a (one) 1-year planning agreement from July 1, 2017 through July 1, 2018 with Community Planning Studio who will provide staffing support for the Planning Board, planning, implementation, and coordination associated with community planning initiatives in Lisbon, and to provide assistance to the Economic & Community Development Director. She indicated this contract included subcontracting language so that Ms. Bunker could hire some of this work out. This would be something new to allow her to do that.

**VOTE (2017-154)** Councilor Lunt, seconded by Councilor Albert moved to authorize the renewal 1-year Planning Contract with Community Planning Studio in an amount not to exceed \$20,000 and to authorize the Town Manager to sign the agreement. **Order passed - Vote 7-0.**

#### LISBON EMERGENCY DISPATCH SERVICES AGREEMENT

**INTRODUCTION:** Mrs. Barnes explained the current contract with Lisbon Emergency expired June 30, 2016 and was previously approved by the Council on May 2, 2017. Since then, minor amendments have been made to the contract which has been approved by the Lisbon Emergency Board of Directors. The change had to do with the Moxie Festival. They used to cover that for no charge, but now they will have to charge \$930 annually. This fee would come from the Moxie Revenue/Road Race Budget.

**VOTE (2017-155)** Councilor Albert, seconded by Councilor Crawford moved to authorize the Town Manager to sign and enter into a 3-year renewal contract for dispatch services with Lisbon Emergency. **Order passed - Vote 7-0.**

#### PSAP CONTRACT

**INTRODUCTION:** Chief Hagan reported Androscoggin County provides PSAP services to the Lisbon Police and Fire/EMS Departments in the Town of Lisbon. This contract is based on a per capita fee using a population taken from the 2010 US Census figures. The fee is \$2.10 per capita for an annual total of \$18,918.90.

**VOTE (2017-156)** Councilor Brunelle, seconded by Councilor Crawford moved to authorize the Town Manager to sign the 2017 contract for PSAP services between Androscoggin County and the Town of Lisbon. **Order passed - Vote 7-0.**

## SET WORKSHOP DATE WITH LISBON EMERGENCY

**VOTE (2017-157)** Councilor Kolbe, seconded by Councilor Crawford moved to set the workshop date with Lisbon Emergency for July 18 at 6:00 PM. **Order passed - Vote 7-0.**

## COPS HIRING PROGRAM

INTRODUCTION: Chief Hagan explained that he would like permission to apply for, accept, and initiate use of a Community Oriented Policing Grant that has opened for solicitation. The grant funding would be used to hire an additional law enforcement officer for the Town of Lisbon.

Chief Hagan pointed out that the Community Oriented Policing Services (C.O.P.S) is an entity of the U.S. Department of Justice. The C.O.P.S. program is designed to advance public safety through community policing by addressing the needs of state, local, and tribal law enforcement agencies. This program provides direct funding to law enforcement agencies to hire new law enforcement officers for the purpose of increasing their community policing capacity and crime prevention efforts.

The highlights of the C.O.P.S. hiring program are as follows:

- The C.O.P.S. hiring program may be used for the salaries and benefits of newly hired, or rehired, career law enforcement officers for deployment in community policing.
- The hiring program provides 75% funding for an entry level officer's salary and fringe benefits (up to \$125,000 per officer) over a period of 36 months, with a 25% local cash match requirement.
- The program caps the number of officers that an agency can request based on size of community and agency. *Lisbon would only be able to request one officer.*
- The program requirement mandates that funds be used to supplement (increase) the number of officers in an agency, and may not be used to fill a current opening.
- Applying agencies must affirm that they plan to retain any additional position, awarded through this program, following the expiration of the grant and identify their planned source of retention funding.

Chief Hagan explained the positive aspects of this additional position. He mentioned Lisbon must continually adapt to meet the changing needs of our community. The lack of available personnel hinders our ability to deliver the appropriate level of service that this community deserves. He mentioned that we have been forced to decline opportunities to partner with the community because we have no personnel available.

Chief Hagan explained that this department's officers are being tasked, on a weekly basis, with conducting numerous enforcement details, determining locations of additional enforcement, and conducting call-backs and follow ups on investigations during their unobligated time. This additional officer would allow more flexibility in our scheduling, providing greater opportunities to direct our attention towards preventing criminal activity versus reacting to it (OUI enforcement, illegal drug activity, speed enforcement, distracted driving, under-age drinking enforcement, and other crime prevention related activities).

Chief Hagan explained that there are currently numerous hours where one officer is responding to high priority calls (domestic violence, OUI arrests, disturbance calls, alarms, serious motor vehicle crashes) without proper back up or assistance. This position would bring a greater level of safety, to both citizens and officers, by allowing the Lisbon Police Department nearly 24 hour coverage with two (2) patrol officers per shift.

Chief Hagan reported the Lisbon Police Department currently operates nearly every shift at bare minimum staffing levels, requiring replacement overtime when officers are out of work. This position would allow for a reduction in overtime costs related to short notice, extended leave, absences due to sickness, personnel injury, and training by allowing an officer to cover a shift at regular pay.

Chief Hagan pointed out that the average annual cost to the town for a new officer at entry level, including benefits, is currently \$65,245. Over a three-year period the Town of Lisbon would normally spend \$195,735 in salary and benefits. After subtracting \$125,000 in Federal funds the town's financial responsibility for a full-time officer over a 3-year period would be \$70,735 or \$23,578 annually. He mentioned this cost to the town for the upcoming fiscal budget would most likely be notably less than \$23,578. Grant funding will not be released until approximately September of 2017. He indicated Lisbon would most likely hire in October and depending on the applicant's qualifications, and the fact that the next available Maine Criminal Justice Academy training class would not be until January of 2018, the town would more likely be faced with roughly 6 months of financial responsibility, or around \$12,000.

Chief Hagan pointed out that that his department is extremely busy handling the day to day activities. He mentioned the recent "staffing survey" recognized the need for additional personnel in 2015, and that this survey was based on a department being "appropriately staffed" by 14 full-time sworn personnel. He said Lisbon is currently operating with 12 full-time officers. Being proactive, more responsive to our public and fostering partnerships takes more time and effort than simply taking reports and moving on. Our officers are more than willing to put in the work, but they are stretched thin and as we continue to move forward in our commitment to this community the positive aspects of applying for this funding would greatly benefit The Town of Lisbon and its residents.

**COUNCILOR COMMENTS:** Councilor Albert said he had no reservations. He said the Police Department Personnel Study indicated Lisbon was below optimal personnel standards and this would allow Lisbon the ability to add a position back at a reduced rate for three years before needing to sustain it, so let's fund it together and get it done. Councilor Kolbe asked if this was to hire a person and what happens if they leave or is it to fund a position. Chief Hagan said to fund the position. Councilor Lunt said before he seconded the motion he wanted to know how long we had to keep them. Chief Hagan reported the grant requires Lisbon to keep them for at least one year after.

**VOTE (2017-157A)** Councilor Brunelle, seconded by Councilor Lunt moved to authorize the Police Chief to apply for, accept, and initiate use of a Community Oriented Policing Grant to hire an additional law enforcement officer for the Town of Lisbon. **Order passed - Vote 7-0.**

Mrs. Barnes said she would increase the budget for half that amount before next week's vote on it. Councilor Ward said sure, that's probably the best way to approach it.

## **OTHER BUSINESS**

### **A. COUNCIL COMMITTEE REPORTS**

1. School: Councilor Albert indicated there was nothing to report.
2. Planning: Councilor Ward said the Planning Board recently accepted an application from Kieran Transport to build a garage on Lisbon Street and a Conditional Use application for a rear lot from Pam Hogan. Public hearings were set for this Thursday.
3. Water Commission: Councilor Crawford announced the Water Department is going to start moving their meetings from Mondays to Tuesdays for the summer and maybe permanently if all goes well. Councilor Ward pointed out that the Council liaison can't be in two places at once so it will make it difficult during budget season to attend when Council meets every Tuesday from February to April. Councilor Ward asked that Councilor Crawford to bring that to their attention.
4. LDC: Councilor Albert said there was no meeting in June but that they are getting ready for July's meeting.
5. Conservation Commission: Councilor Lunt asked Mr. Stevens to comment. Mr. Stevens said they had a meeting an hour and a half ago. The task before them is to update the Comprehensive Plan's information on all our Natural Resources and to report back to them in August.

6. Recreation: Councilor Kolbe asked Mr. Stevens to comment. Mr. Stevens reported they met the first week in June and spent most of their time talking about the implementation of the new playground. The bids are back and a selection was made. The area is ready for excavation Saturday morning. They are expecting to have the playground in place by the end of the day on July 5. He said he could use 17 more volunteers to help. Councilor Brunelle said you need 16 now. Councilor Kolbe said to count her in, too.
7. County Budget: Councilor Ward indicated there was nothing to report.
8. Library: Councilor Lunt asked Mrs. Nadeau to comment. Mrs. Nadeau said they are one week away from kicking off the Summer Reading Program. Registrations are non-stop at the desk today. All is well with the Maine Inter-loan lending Library program. One ticket was for Marian O'Brien's history of the three churches that were combined here and so that went out to Caribou Maine today.

## B. TOWN MANAGER'S REPORT

Mrs. Barnes indicated there was nothing to report except that she completed jury duty.

## C. PLANNING BOARD/TOWN BOOTH AT MOXIE FESTIVAL

Donald Fellows invited the Town Councilors to help occupy the town's booth at the Moxie Festival. He recommended Department Heads submit brochures, like the Recreation Programs and transfer station brochures, or other information to display. He mentioned how nice it would be for Councilors to help promote Lisbon to residents and non-residents. The booth will look more professional this year with a banner and a new tent. He said they plan to staff it with the Planning Board members. A couple of Councilors indicated that they were going to be there already and would drop by.

## D. WRITTEN DEPARTMENT HEAD REPORTS

Councilor Ward complimented Andrew Levesque for completing his work at the Police Academy.

## AUDIENCE PARTICIPATION FOR NEW ITEMS

Mr. Leighton explained he looked into the Edgecombe Road Bridge. In an email from Ben Foster at MDOT Topsham has discontinued the road on their side and the bridge and basically it is Lisbon who is responsible from now until eternity. MDOT is required to inspect the bridge every two years and determine its safe access, but the liability lies with the Town of Lisbon. There are a couple of options; one is to discontinue the road leading up to the bridge and discontinue the bridge but technically leave it in place, and the other is to take out the bridge. He said we may need a letter from Topsham as well, but with a letter from the Town of Lisbon it may be possible to have MDOT remove the bridge at their expense. This would eliminate the town's liability and so forth.

Roger Bickford representing the trail riders and a resident on Main Street reported there was no benefit to keeping that bridge since the trails on the other side in Topsham no longer exist and the land is posted. It was closed off by a disgruntled landowner. He said he was more worried about cleaning it up if it falls into the water.

**VOTE (2017-157B)** Councilor Brunelle, seconded by Councilor Lunt moved to reach out to MDOT and have them remove the bridge at their expense. **Order passed - Vote 7-0.**

## COUNCILOR COMMUNICATIONS - NONE

## APPOINTMENTS

### ETHICS PANEL – ONE 3-YEAR TERM

**VOTE (2017-158)** Councilor Albert, seconded by Councilor Kolbe moved to reappoint David Bowie to the Ethic Panel for another three year term. **Order passed - Vote 7-0.**

## ANNUAL APPOINTMENT BY COUNCIL CHAIRMAN

**FOR ETHICS PANEL CHAIR**

**CHAIRMAN/ACTION TAKEN:** Councilor Ward reappointed David Bowie as the Ethics Panel Chairman for ensuing year.

**LIBRARY GOVERNING BOARD - ONE 3-YEAR TERM**

**VOTE (2017-159)** Councilor Albert, seconded by Councilor Crawford moved to appoint Hillary Kuhl to the Library Governing Board for a 3-year term. **Order passed - Vote 7-0.**

**PLANNING BOARD – ONE 3-YEAR TERM**

**VOTE (2017-157)** Councilor Ward, seconded by Councilor Kolbe moved to place the filling of this vacancy on a future agenda. **Order passed - Vote 7-0.**

**RECREATION COMMITTEE – ONE 3-YEAR TERM**

**VOTE (2017-161)** Councilor Kolbe, seconded by Councilor Crawford moved to appoint Angela D'Amours to the Recreation Committee for a three-year term. **Order passed - Vote 7-0.**

**EXECUTIVE SESSION**

**VOTE (2017-162)** Councilor Brunelle, seconded by Councilor Lunt moved to go into Executive Session at 7:46 PM per 1 MRSA Section 405 (6) (D) Labor Negotiations and Section 405 (6) (E) Consultations with Legal Counsel. **Order passed - Vote 7-0.**

**ADJOURNMENT**

**VOTE (2017-163)** Councilor Brunelle, seconded by Councilor Kolbe moved to adjourn at 8:35 PM. **Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: July 18, 2017