



**TOWN COUNCIL
MEETING MINUTES
FEBRUARY 7, 2017 POSTPONED TO
FEBRUARY 8, 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, Kolbe, Crafts, Brunelle, Lunt, and Crawford. Councilor Albert was excused. Also present were Diane Barnes, Town Manager; Marc Hagan, Police Chief; Mark Stevens, Recreation Director; Tracey Steuber, Economic & Community Development Director; Donald Fellows, Planning Board Chairman; Karen Paradis, Planning Board Member; Amanda Bunker, Contracted Town Planner; Judy Arledge, Town Garden's Representative; and approximately ten citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Ward thanked the residents for making this rescheduled meeting from Tuesday to Wednesday a success. The discussion tonight on the Communications Center will be postponed to the February 21 Town Council meeting since Councilor Albert was not able to attend tonight.

**PUBLIC HEARING - NONE
AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE
CONSENT AGENDA**

VOTE (2017-18) Councilor Kolbe, seconded by Councilor Crawford moved to approve Accounts Payable & Payroll Warrants #97 \$6,882.42, #98 \$4,848.25, #99 \$129,166.56, #100 \$13,322.76, #101 \$14,478.05, and #102 \$312,522.04, along with the Minutes of January 10, 2017 & January 17, 2017. **Order passed – Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

ORDINANCE – FEE SCHEDULE AMENDMENT

INTRODUCTION: Mrs. Barnes presented the draft changes to the fee schedule highlighting the proposed changes. The Recreation Department's fees have been added.

COUNCILOR COMMENTS: Councilor Ward asked that "per month" be added to the Lisbon Fitness Center and a. Senior Citizens (60 years and over). Other changes considered were adding the bad check fee under administration, adding the word verification to Rabies under Animals, the proposed verbiage changes under Solid Waste Transfer and Recycling Facility and striking in the Note section the sentence "no cash will be transferred in the yard for items, only punch cards (see subsection 98-38(b)), along with deleting the per month, six months, and yearly parking permit fees for public lot, east side of Main Street and twenty-four hour parking for residents fee per month, six months, and yearly (50-48(b) under traffic and vehicles. Councilor Ward requested Hazard fines be increased to \$30 to match similar fines under parking violations.

Councilor Ward suggested putting off the first reading until February 21 to include any possible changes that may arise during the upcoming workshop.

SPEED ENFORCEMENT & EQUIPMENT GRANT

INTRODUCTION: The Police Chief is requesting the opportunity to apply for the Maine Bureau of Highway Safety 2017 Speed Enforcement and Equipment Grant.

The Town of Lisbon has been pre-approved for up to \$2,239.65 in award money to be applied towards officer overtime while running speed enforcement details. The Bureau of Highway Safety will also reimburse Lisbon up to \$2,000 toward the purchase of a radar unit in this grant. He said there is a 20% match; however, the state allows us to use what's left (\$200), plus the amount calculated for administrator time to write the grants and make up the schedules towards that match, which in this case eliminated the match. He said this is enough money to run eleven 4-hour speed enforcement shifts.

COUNCILOR COMMENTS:

VOTE (2017-20) Councilor Brunelle, seconded by Councilor Kolbe moved to authorize the Police Chief to apply for the Maine Bureau of Highway Safety 2017 Speed Enforcement and Equipment Grant as presented and to accept the funds if awarded. **Order passed - Vote 6-0.**

FORFEITED ASSETS

INTRODUCTION: Chief Hagan said the town had planned to use \$33,000 towards the purchase of our new vehicle and the outfitting. Casco Bay Ford submitted the winning bid for a 2017 Ford Explorer for \$37,593. He said we are shy around \$4,500. This is the last Crown Victoria to get rid of so this purchase is higher because the emergency equipment designed for a Crown Victoria will not fit in the new Ford Explorer. He said the Casco Bay's Sales Manager, Joe Cook, indicated the cruiser is in and ready for sale.

Chief Hagan mentioned that Council already authorized the lease purchase for an amount not to exceed \$33,000 and recommended the Council, also, authorize the additional \$4,593 from the forfeited assets account to supplement the additional expenses incurred to outfit the cruiser for patrol service.

VOTE (2017-21) Councilor Brunelle, seconded by Councilor Kolbe moved to approve the additional expenditure in the amount of \$4,593 from the forfeiture account as presented. **Order passed - Vote 6-0.**

AUTHORIZATION TO SOLICIT BIDS FOR TOWN BRANDING & WEBSITE DESIGN

INTRODUCTION: Ms. Steuber said she requested funding in her 2017 budget to seek bids for the Town of Lisbon's branding and new website design. The current website is obsolete and can be difficult for citizens to navigate. She indicated her goal is to develop a branding concept for the Town of Lisbon that can be used for marketing the town, including our website, printed materials, signage, and other media. Because there has been so much work done with our Route 196 Master Plan and Downtown Plan, this will be an excellent time to market Lisbon as a place to live, recreate, and have a business.

Ms. Steuber indicated this will help bring people to our community and make it easier for them to access information on our website. She requested permission to submit an RFP for the services of Branding and New Website Design for the Town of Lisbon. She said we are looking for quality here.

VOTE (2017-22) Councilor Kolbe, seconded by Councilor Lunt moved to authorize the Economic & Community Development Director to solicit bids for town branding and website design. **Order passed - Vote 6-0.**

AUTHORIZATION TO SOLICIT BIDS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DOWNTOWN REVITALIZATION STREETScape PROJECT

INTRODUCTION: Ms. Steuber said since November 2014, the Route 196 Master Plan Committee (now known as the Lisbon Development Committee) has been working with Olver Associates on the engineering and design work on the CDBG Downtown Revitalization Grant's "Falls Streetscape Project."

Ms. Steuber reported that in the fall of 2016, the Town of Lisbon was awarded a \$320,000 CDBG Downtown Revitalization Grant for the Falls Streetscape Project. The town has to provide a 25% match in the amount of \$80,000, which the town has secured without requesting additional funding (\$50,000 cash, paving of Davis Street Sidewalk & PW & ECD services).

Ms. Steuber requested permission to submit an RFP for the CDBG Downtown Revitalization Falls Streetscape Project.

Amanda Bunker explained that the sidewalk has been shifted on the newest plan. A flashing walk signal will be installed to warn traffic of the sidewalk ahead, much like the one near the high school area. She mentioned the committee would like to purchase additional lights to extend the look up to the intersection on Main Street if enough funds were left to accomplish this.

VOTE (2017-23) Councilor Brunelle, seconded by Councilor Lunt moved to authorize the Economic & Community Development Director and Olver Associates to solicit bids for the CDBG Downtown Revitalization Streetscape Project. **Order passed - Vote 6-0.**

LISBON COMMUNITY GARDEN AD-HOC COMMITTEE

INTRODUCTION: Mrs. Barnes recommended the Town Council create an Ad-Hoc Committee entitled "Lisbon Community Garden Committee" under the umbrella of the Recreation Department. She indicated Ad-Hoc Committees are not typically appointed by Councils.

Mr. Stevens explained the work being done on the town's green space behind the old Lisbon High School building on Campus Ave. This volunteer group is doing a lot for our community, providing LACO with food and space for residents to grow their own vegetables or whatever. Space is being rented annually. He said the town was rich with flower gardens, but not vegetable gardens so Judy Arledge in 2015, with the help of the Cooperative Extension downtown, began developing the abandoned four raised beds on the town's one-acre lot behind the Campus Commons. The Co-operative Extension came up with the guidelines. This group has a mission statement now and has been doing a lot for our community. He said he hoped that the Council would recognize this group as an Ad-Hoc Committee.

Judy Arledge reported the gardens are going well and volunteers are working hard. There are eight raised beds now. She indicated the after school kids the first year helped plant vegetables. Last fall the ground was turned over so this year they can begin planting even more vegetables for LACO.

VOTE (2017-24) Councilor Brunelle, seconded by Councilor Crawford moved to establish an Ad-Hoc Committee entitled "Lisbon Community Garden Committee" under the umbrella of the Recreation Department and not appointed by the Council. **Order passed - Vote 6-0.**

DISPATCH CONSOLIDATION DISCUSSION

Seeing no objections, this item was moved to the February 21, 2017 agenda

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. Councilor Ward mentioned the **School Committee** had met and published a preliminary school budget for \$1.122 more than last year, with the primary increase due to the Gartley Street expansion. Councilor Ward indicated there is \$800,000 in the Gartley Street line. 70% of this budget is salaries and benefits designed to keep programs and services intact. He reported no revenues have been built into this budget for the Gartley Street program because the ED279 developed by the state has no less than 48 changes to the funding that the Governor is proposing so it is too early to tell, but they have beginning figures. He said the audit piece will be completed soon so they will know where they stand with the fund balance, entitlement figures, track and gym proceeds, moving forward within the next few months.
2. Councilor Ward said the **Planning Board** meets tomorrow night.

3. Councilor Crawford, said the Water Commission moved their meeting to February 27 and by then they will have the final list of candidates for Water Commissioner.
4. Councilor Ward said the Lisbon Development Committee (LDC) did a presentation tonight so that's all set.
5. Councilor Lunt said he was told he needed to talk with Mark Stevens about the Conservation Commission. Mr. Stevens said the next meeting is February 14.
6. Councilor Kolbe said the Recreation Committee met Monday and covered the playground committee progress, budgets, gardens, and the next meeting is the first Monday in March.
7. Councilor Ward said there is nothing to report on the County Budget Committee.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported she has begun to meet with the Department Heads on their budgets. She reminded Council that next Tuesday, February 14 at 6:00 PM Olver Associates will be here to talk about the Sewer Study with the Council.

Mrs. Barnes reported she received a letter from Community Concepts who will be applying for funding through the USDA's Rural Development for housing for low-income individuals. As part of their process they would like letters of support from Lisbon and surrounding communities. There were no objections so Mrs. Barnes indicated she would send a letter of support.

C. SIEMEN'S ENERGY AUDIT

Mr. Leighton reported this energy audit runs from December 2015 through November 2016. All of the energy audit measures (Capital project) that were a part of the energy audit had been completed in November 2016. The performance contract guaranteed \$40,672 in annual cost savings for period 1. At the same time, included in this report, is the guaranteed construction savings, which began with the lightening changes. Those savings were realized before the substantial completion of the project. Then the formal verification process started. They guaranteed \$10,762 in construction savings, and for this period the total cost savings was \$43,592, which turns out to be a little over \$3,000 in excess savings, but the construction cost savings was only \$8,714. That's a little less than their target due to the delay getting the treatment plant boilers on line. In summary, the total guaranteed savings for period 1 was \$51,434 with the realized savings at \$52,306, making in excess of \$872.

The 19 periods cover 19 years. Next year there is supposed to be a \$33,589 savings in energy and utility savings and \$8,303 in operational savings, totaling around \$41,892.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

COUNCILOR COMMUNICATIONS

Councilor Lunt thanked the Public Works crew for cleaning up the snow. He said they appreciate all the hard work that goes into it. Councilor Brunelle said he appreciated their hard work and asked the public to be patience with the sidewalk cleaning.

APPOINTMENTS

RECREATION COMMITTEE

INTRODUCTION: Mr. Stevens said Heather comes from South Carolina. She married a local boy whose father helps at the food bank, which is where he met Heather. She seems very enthusiastic about the playground project and will make a great addition to the Recreation Committee.

VOTE (2017-26) Councilor Brunelle, seconded by Councilor Kolbe moved to appoint Heather Duley to the Recreation Committee. **Order passed - Vote 6-0.**

LISBON DEVELOPMENT COMMITTEE

VOTE (2017-27) Councilor Brunelle, seconded by Councilor Kolbe moved to appoint the following to the Lisbon Development Committee: Tracey Steuber, Amanda Bunker, Karin Paradis, Dona Fellows, Scott Hall, Fern Larochelle, Gina Mason, Cheryl Haggerty, and Eric Metivier. **Order passed - Vote 6-0.**

EXECUTIVE SESSION

VOTE (2017-28 & 29) Councilor Brunelle, seconded by Councilor Lunt moved to go into executive session at 8:00 p.m. per 1 MRSA Section 405 (6) (E) Consultations with Legal Counsel and Section (6) (A) Personnel Matters after a ten minute recess. **Order passed - Vote 6-0.**

The Council entered into executive session at 8:10 p.m. The Council came out of executive session at 9:31 p.m. and resumed the meeting.

VOTE (2017-30) Councilor Kolbe, seconded by Councilor Crafts moved to set a Public Hearing on Tuesday, February 21, 2017 to Amend and Restate the Kelly Park TIF. **Order passed - Vote 6-0.**

VOTE (2017-31) Councilor Kolbe, seconded by Councilor Crafts moved that the Town Manager, with advice of the Town Attorney, is authorized to negotiate the terms of property easements for the Falls Streetscape project – CDBG Downtown Grant, and to take all actions and execute all documents necessary to accept and enter into the property easements on behalf of the Town, for the following properties: a) Nate Miller (Miller Block), b) Richard George (Aroma Joe's), and c) Maine Department of Transportation. **Order passed - Vote 6-0.**

VOTE (2017-32) Councilor Kolbe, seconded by Councilor Crafts moved that the Town Manager, with advice of the Town Attorney, is authorized to negotiate winter maintenance easements with the owners of Emma Lane, and the Town Manager is authorized to take all actions and execute all documents necessary to accept and enter into the winter maintenance easements on behalf of the Town. **Order passed - Vote 6-0.**

VOTE (2017-33) Councilor Kolbe, seconded by Councilor Crafts moved that the Town Manager is authorized to consent to a re-advance of funds by Bath Savings to Costumes of Maine, LLC under an existing subordination and standstill agreement with the Town. **Order passed - Vote 6-0.**

ADJOURNMENT

VOTE (2017-34) Councilor Crawford, seconded by Councilor Brunelle moved to adjourn at 9:34 p.m. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved 03-07-2017