



TOWN COUNCIL MEETING MINUTES JANUARY 3, 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.

IN MEMORIAM

The Chairman called for a moment of silence to recognize the passing of William Bauer, Jr. who had served the Town of Lisbon as Water Commissioner since 1977.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Crafts, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Dan Stockford, Town Attorney; Miriam Alexander-Morgan, Assessment Review Board/Appeals Board; Donald Fellows, Planning Board Chairman; and approximately five citizens in the audience.

GOOD NEWS & RECOGNITION - NONE PUBLIC HEARINGS - NONE AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE CONSENT AGENDA

VOTE (2017-01) Councilor Kolbe, seconded by Councilor Albert moved to approve the Accounts Payable & Payroll Warrants #85 \$4,963.89, #86 \$37,443.56, #87 \$201,259.02, #90 \$132,311.91, and #91 \$14,042.85, along with the Minutes of December 20, 2016.

Mrs. Barnes explained that the Trio computer program assigns a number to each warrant, but when you get out of the program to check something and go back in it assigns the next number and so on, which is why there is a gap in the warrant numbers. There are no missing warrants between the #87 and #90.

Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

AUTHORIZATION TO SOLICIT BIDS FOR NATURAL GAS

INTRODUCTION: The Town of Lisbon's current contract for the supply of natural gas expires in February of 2017 and therefore requests to solicit sealed bids on the supply of natural gas for a single or multi-year contract for applicable Town buildings.

VOTE (2017-02) Councilor Kolbe, seconded by Councilor Crafts moved to authorize the Town Manager to solicit natural gas bids and to enter into a contract for the best pricing. **Order passed - Vote 7-0.**

WRITE OFF TAXES

INTRODUCTION: Mrs. Barnes explained that the real estate property taxes listed below were deemed uncollectible due to the property owner being deceased. Council authorized the waiver of three foreclosures, but one had paid so these two are left. The heirs cannot be located. One mobile home is not in good condition and the

owner vacated the home. She indicated it would be prudent to write-off the taxes and allow the mobile home park owners to dispose of the property.

VOTE (2017-03) Councilor Brunelle, seconded by Councilor Crafts moved to write-off real estate taxes to include principle, interest, and costs as of January 3, 2017 in the amount of \$2,561.54 for the following mobile homes:

Account #2491, located at 29 Sabattus Creek Drive, for (\$1,541.12) tax years 2014-2017

Account #1912, located at 23 Larry Drive, for (\$1,020.42) tax years 2015-2017

Order passed - Vote 7-0.

OTHER BUSINESS

A. TOWN MANAGER'S REPORT

Mrs. Barnes thanked Public Works, the Fire Department, and Police Department for their diligent efforts responding to residents, offering a warming shelter, and removing debris left from the recent ice storm. Most of Lisbon was without power for 24 hours. We were lucky to get it back as quickly as we did. Councilor Ward said he seconded that, the freezing the next day didn't help matters any.

B. JANUARY 10 & 24 WORKSHOP AGENDA DISCUSSION

January 10 at 6:00 PM: Councilor Ward recommended hearing from the Department Heads next Tuesday. He requested they present their 5-year plan for their departments so that the Council could start working towards these objectives. He indicated he would like to see these things on the radar to avoid hardships. He specifically mentioned he wanted to talk about the Public Works Department's aging fleet and maintenance/life cycles for equipment, plus he would like to know if the changes made last year helped.

Councilor Ward recommended discussing improved communications. He indicated liaisons would be meeting with boards and committees to improve their relationships. He mentioned liaisons would be reporting to Council at regular meetings.

January 24 at 6:00 PM: Councilor Ward suggested the discussion about the Finance Committee be held later so that the Council could take up dispatch services, which could take up some time. Councilor Ward requested Chief Hagan be present. Mrs. Barnes recommended inviting the Fire Chief, Water Commissioners, School Committee, and representatives from Public Works and EMS as well. Councilor Lunt explained that although the workshop is open to the public, this would not be a public hearing, and that Council needed to find out what it wanted to do here first. Councilor Ward pointed out that Lisbon typically moves in its own direction, and that Council needs to know what the costs associated with this are. He said it's not necessarily all about the money.

January 31 at 6:00 PM: Councilor Ward recommended discussing the salary survey. He mentioned longevity stipends indicate employees are underpaid. He suggested the Council look at that. He recommended it be incorporated directly into employee's regular wages. He indicated he would like to start with those positions with obvious gaps when compared to the MMA Salary Survey. He pointed out that Department Heads should be able to point out where gaps are as well.

Councilor Albert suggested talking about those positions with wide gaps as well once the market survey is completed. He recommended staggering increases upward in a meaningful way to get some equity so Lisbon can retain the quality employees we do have. It was suggested the Council talk about minimum wage and that impact too.

Councilor Ward suggested adding the Sewer Rate Plan and projects to this agenda for review. Mrs. Barnes pointed out that topic needs to be coordinated with Olver and Associates since they will be helping with the presentation to Council.

Councilor Ward requested the Planning Board put together what they plan to accomplish for the year and to report that to the Council then as well.

C. COUNCIL COMMITTEE REPORTS

The Chair announced Committee Liaisons were as follows:

<u>Liaisons</u>	<u>Boards/Committees</u>	<u>Additional Liaisons</u>
Councilor Lunt	Administration/Library	Councilors Albert & Kolbe
Councilor Crafts	Public Safety	Councilors Brunelle & Crawford
Councilor Kolbe	Public Works/Parks/Recreation	Councilors Albert & Lunt
Councilor Brunelle	School Facility Committee	Councilor Crawford
Councilor Albert	School Committee	Councilors Kolbe & Ward
Councilor Ward	Planning Board	
Councilor Crawford	Water Commission	
Councilor Albert	Lisbon Development Committee (LDC)	Councilor Kolbe
Councilor Crafts	Assessment Review Board	
Councilor Crafts	Voter Registration Appeals Board	
Councilor Kolbe	Ethics Panel	
Councilor Lunt	Library Governing Board	
Councilor Crawford	Appeals Board	
Councilor Lunt	Conservation Commission	
Councilor Kolbe	Recreation Committee	Councilor Crawford
Councilor Lunt	Commercial Revolving Loan	Councilor Albert
Councilor Ward	County Budget Committee	

1. School (Councilor Albert): The last meeting was cancelled due to the storm, nothing to Report.
2. Planning Board (Councilor Ward): Not met with them yet, nothing to Report.
3. Water Department (Councilor Crawford): Meeting is Monday, nothing to Report.
4. LDC (Councilor Albert): He reported the committee will be getting together on Thursday to discuss bids on solar lighting and other solar projects talked about at their workshop. They are moving forward and it's looking good.
5. Conservation Commission (Councilor Lunt): Nothing to Report.
6. Recreation (Councilor Kolbe): Nothing to Report
7. County Budget (Councilor Ward) He said they approved the Androscoggin County Budget, but raided the fund balance to pay for the \$125,000 tower and other projects and \$15,000 for legal. They did hold the budget to a 6.44% increase as requested by the Androscoggin County Budget Committee.

AUDIENCE PARTICIPATION FOR NEW ITEMS

Fern Larochelle reported Lisa Ward, Lisbon's EMA Director met with the Town Manager today. She is looking at warming centers and funding. They have to meet a certain criteria to get funding. He pointed out that it only takes a couple of days without power to see the need for it. We need to take care of our own. He said he didn't know our Town Hall was a warming center during the last storm and that the doors were unlocked for residents. He mentioned the news reporter stood on Main Street to record a segment for television, but didn't mention it either, although he did mention some other warming center locations around us. It would be nice to get the word out there better next time.

Donald Fellows reported we have a lot of mobile homes in Lisbon. He said he had a generator, but others may not. He said mobile homes during these storms were very vulnerable and indicated that a warming center is a good idea. He suggested since the Comprehensive Plan is for 10-years, that the Council's strategic plan also cover 10-years instead of 5-years.

COUNCILOR COMMUNICATIONS - NONE APPOINTMENTS

2017 COUNCIL COMMITTEE ASSIGNMENTS

Councilor Ward said he appreciated everyone's assistance putting together the 2017 Council Committee Assignment sheet. He said the Liaisons listed in bold are the primary contacts that will be reporting to the Council on a regular basis.

RECREATION COMMITTEE

Councilor Ward said the Council received an application from Lindsay Larochelle. Councilor Albert reported he would be abstaining since Lindsay Larochelle was his niece.

VOTE (2017-05) Councilor Lunt, seconded by Councilor Brunelle moved to appoint Lindsay Larochelle to the Recreation Committee [to June 30, 2018]. **Order passed - Vote 6-0-1 (Abstained: Albert).**

EXECUTIVE SESSION

VOTE (2017-06) Councilor Ward, seconded by Councilor Albert moved to go into Executive Session at 7:43 p.m. per 1 MRSA Section 405 (6) (A) Personnel Matters and Section 405 (6) (E) Consultations with legal Counsel. **Order passed - Vote 7-0.**

ADJOURNMENT

VOTE (2017-08) Councilor Brunelle, seconded by Councilor Kolbe moved to adjourn at 8:45 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved January 17, 2017