



TOWN COUNCIL MEETING MINUTES APRIL 5, 2016

Christopher Brunelle, At Large 2016
Eric Metivier, District 1 2016
Roger Bickford, District 2, 2016
Dale Crafts, At Large 2017
Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018

CALL TO ORDER. The Chairman, Roger Bickford, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Bickford, Brunelle, Metivier, Crafts, Albert, Kolbe, and Ward. Also present were Diane Barnes, Town Manager; Dennis Douglass, CEO; Sean Galipeau, Fire Chief; Ed Karass, Finance Director; Mark Stevens, Parks & Recreation Director; Miriam Alexander-Morgan, Appeals/Assessment Review Boards; Karen Paradis, Planning Board Chairman; Donald Fellows, Planning Board Member; and approximately five citizens in the audience.

GOOD NEWS AND RECOGNITION

PROCLAMATION LISBON HIGH SCHOOL DRAMA CLUB

VOTE (2016-73) Councilor Ward, seconded by Councilor Crafts moved to approve the following proclamation:

WHEREAS, Lisbon High School Drama Club had a very dynamic and successful year. 43 students were involved in the classic production of "A Christmas Carol" in December which had three sold out performances. Theatre Arts classes and Independent Costuming Class began working on the one act production "The Impostures of Scapin" in September. Theatre Arts students had an in-class workshop on Commedia Dell Arte to prepare for auditions in the classic Italian acting tradition. After completing a formal analysis of Moliere's original two-hour play and many hours of research, the 35-minute version was ready to be cast in December. Countless hours were spent in rehearsal, building, and painting the set and creating costumes.

WHEREAS, On March 5 LHS Drama Club won the regional competition for the third year in a row, and went on to States in Millinocket with the generous support of their community. Regional Festival All Cast Awards were awarded to Eric Yim, Cody Campbell, Jake Angelico, and Alex Couillard. Special Judges Commendations were awarded to Jake Fusaro for Dramaturgy; Alyssa Briglio, Charlotte Mooney and Abby Gamache for Costume Design; Takara Kenney, Noah Watts, Alex Graham, and Cierra Miller for Music; and the Entire Cast and Crew for Outstanding Ensemble.

WHEREAS, On March 21 LHS Drama Club placed first out of ten schools and won the Maine Drama Festival State One Act competition for the first time in 20 years! Regional Festival All Cast Awards were awarded to Eric Yim, Jake Angelico, and Gage Wright. Special Judges Commendations were awarded to Jake Fusaro for Dramaturgy; Alyssa Briglio, Charlotte Mooney and Abby Gamache for Costume Design.

NOW THEREFORE, We the Town Council of the Town of Lisbon, on this 5th day of April, 2016, would like to congratulate these students for their outstanding achievement. Well Done.

Order passed – Vote 7-0.

PROCLAMATION LISBON HIGH SCHOOL UNIFIED BASKETBALL

VOTE (2016-74) Councilor Metivier, seconded by Councilor Albert moved to approve the following proclamation:

WHEREAS, Unified Basketball allows high school students with and without intellectual and developmental disabilities the opportunity to represent their high school by participating, experiencing, developing, and training through competition. We have found that the Unified basketball program has given students an opportunity to make real positive changes in lives of students with and without disabilities.

WHEREAS, Lisbon has participated in the Unified program for the past 2 seasons. Both seasons the team has won the Regional Championship and made it to the state game, both times coming up short. We have had a total of 13 athletes and 19 partners and 3 student athlete coaches over the past 2 seasons. This opportunity allows everyone to interact not only on the basketball court but also within the school environment on a daily basis.

WHEREAS, The support within the school and the community has made this a positive experience for all.

NOW THEREFORE, We the Town Council of the Town of Lisbon, on this 5th day of April, 2016, would like to congratulate these students for their outstanding achievement. Well Done.

Order passed – Vote 7-0.

**PROCLAMATION
JOSH HUSTON – SKILLS, USA**

VOTE (2016-75) Councilor Kolbe, seconded by Councilor Albert moved to approve the following proclamation:

WHEREAS, Joshua Huston is a junior and son of Michelle and Tim Huston. Josh is enrolled in the Engineering Design Technology program of Lewiston Regional Technical Center.

WHEREAS, Joshua received a Bronze Medal in the Architectural Design Skills USA Maine Championship held in Bangor on March 3 and 4. In the regional competition, held at LRTC during the second week of February, Joshua received a gold medal and invitation to take part in the state championship.

WHEREAS, The SkillsUSA Maine Championships is the state-level competition for high school and college students enrolled in trade, technical, and skilled service instructional programs.

NOW THEREFORE, We the Town Council of the Town of Lisbon, on this 5th day of April, 2016, would like to congratulate Joshua Huston for his outstanding achievement. Well Done.

Order passed – Vote 7-0.

PUBLIC HEARINGS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Mark Lunt of Ridge Road spoke about re-zoning Route 9. He said it appears the Council is pushing ahead without a lot of thought. He urged the Council to consider the opinions from residents on Route 9; there are more than a 100 homes there. Who is going to compensate the homeowners on Route 9 when businesses move in and wreck the neighborhood? He indicated it was said earlier that new businesses were popping up everywhere on Route 9 in Sabattus, when only one used car lot business had. These businesses don't create jobs and no one wants a house next to a used car lot. He pointed out Lisbon has had enough accidents on Route 9 over the years. He remarked residents of Route 9 have already spoke on this subject, changing it now undermines the trust, and makes everyone think that their zoning isn't really permanent. He urged the Council to consider a less disruptive solution.

CONSENT AGENDA

VOTE (2016-76) Councilor Kolbe, seconded by Councilor Crafts moved to approve the regular meeting minutes for March 15, 22, and 29 and workshop minutes for March 29, 2016. **Order passed – Vote 7-0.**

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

PHONE SYSTEM CONTRACT & NETWORK HARDWARE

INTRODUCTION: Mr. Leighton reported our current internal phone system service provider will no longer be able to maintain our system. As a result we contacted Oxford Networks, the phone provider for six of our nine locations, to discuss potential services they offer which could replace our current system. They submitted a proposal to transition our buildings to a voice over internet protocol (VoIP) system. This transition requires the Town to enter into a 36-month term contract and based on the initial count of phones necessary the total monthly cost will be approximately \$1,272.10. The Oxford Proposal represents two less phones than we anticipate needing and the final monthly amount may vary slightly after the engineers do their full assessment at each location. A comparison of current expenses as well as the anticipated monthly and annual budget amounts moving forward was completed. There is a minor overall savings as well as a few additional features offered with this proposal that are a significant improvement over the current system we have in place.

Mr. Leighton mentioned we also need to upgrade to our firewalls and switches at all of the buildings in Town. This project was originally anticipated to take place over a couple of years starting this spring. Based on the status of the current Technology budget we would like to do the Town Office portion of the work at this time and follow up with the rest of the buildings in the 2017 Budget. Symquest and Oxford Networks have been working together to determine the hardware needs at each location in order to support the VoIP system as well as the upcoming Munis conversion and our overall operational network needs. Based on the criteria, the anticipated budget to complete all the town buildings upgrades is approximately \$40,000 to \$47,000. We received a proposal from Symquest for the major Town Office hardware portion of the project and based on the nature of this work he requested permission to award the Town Office firewall and switch upgrades to Symquest in the amount of \$19,758. This will cover all the hardware in the IT Closet. There will be additional efforts necessary on the Police Department side of the Town Office in the upcoming year.

Location	Current Monthly	Current Annual	Monthly Estimate	Annual Estimate
Town Office	\$339.60	\$4,075.16	\$410.93	\$4,931.13
Police Department	\$272.48	\$3,269.72	\$393.88	\$4,726.53
Public Works	\$187.08	\$2,244.98	\$87.53	\$1,050.33
Transfer Station	\$88.43	\$1,061.18	\$38.68	\$464.13
Library	\$97.15	\$1,165.80	\$94.58	\$1,134.93
MTM	\$127.18	\$1,526.12	\$107.53	\$1,290.33
Lisbon Falls Fire	\$85.36	\$1,024.32	\$25.73	\$308.73
ET Smith Hose Co	\$53.08	\$636.96	\$25.73	\$308.73
Town Budget Total	\$1,250.35	\$15,004.24	\$1,184.57	\$14,214.87
Sewer Department	\$117.83	\$1,414.00	\$87.53	\$1,050.33
Overall Total	\$1,368.19	\$16,418.24	\$1,272.10	\$15,265.20

Town Budget Annual Savings: \$789.37

Sewer Budget Annual Savings: \$363.67

Total Savings: \$1,153.04

VOTE (2016-77) Councilor Ward, seconded by Councilor Metivier moved to authorize the Town Manager to enter a 36-month contract with Oxford Networks for phone services and to proceed with the Town Office work on network hardware to be funded with anticipated savings from the current budget. **Order passed - Vote 7-0.**

PAVING REQUEST FOR PROPOSALS

INTRODUCTION: At the Town Council workshop on March 29, 2016 the Council suggested and Mr. Leighton is requesting permission to develop an RFP for paving projects based on an anticipated budgeted amount of \$425,000. The RFP will clearly state bids will be awarded contingent on final budget adoption.

VOTE (2016-78) Councilor Metivier, seconded by Councilor Crafts moved to authorize the Public Works Director to solicit bids for paving based on an anticipated budgeted amount of \$425,000 contingent on final budget adoption.

COUNCILOR COMMENTS: Councilor Ward said it doesn't make sense to band aid the Bowdoinham Road, Summer Street, or Gould Road paving projects when they need that much work. Mr. Leighton suggested these projects be reconstructed with bond funds if the town approves the work at a referendum.

Order passed - Vote 7-0.

REQUEST TO COMPLETE PROJECTS

INTRODUCTION: At the Town Council workshop on March 29, 2016 the Council suggested and Mr. Leighton is requesting permission to use anticipated savings from the current Town Buildings, Public Works, and Public Works Winter budgets to purchase the following items in an effort to reduce the proposed 2017 Budget.

- Used Chipper - We are requesting permission to purchase a used chipper in the \$15,000 to \$20,000 range.
- Culvert Purchases - We are requesting permission to purchase approximately \$20,000 in culverts to be used this spring and in the upcoming fiscal year.
- Ground Speed Controls - We are requesting permission to purchase ground speed controls for trucks at Public Works which are currently not equipped with them. This will provide better control over salt and liquid deicing applications in the winter. We are currently getting formal pricing on these installations.
- Library Additional Work - We are requesting permission hire a contractor to replace the wooden fascia along the roof line of the library at an estimated \$3500, as well as increase the brick work contract by \$8,050 to address the northwest corner of the library which needs more brick replacement than originally anticipated.

Mr. Leighton mentioned he anticipated approximately \$38,000 in savings in the Winter Public Works budget, \$25,000 in the Public Works Budget, and \$5,000 in the Town Buildings Budget. Mrs. Barnes indicated at some point they would come back to the Council to do transfers.

COUNCILOR COMMENTS: Councilor Ward said it makes sense to do these this year and reduce the budget amount for next year's budget.

VOTE (2016-79) Councilor Ward, seconded by Councilor Metivier moved to authorize the Public Works Director to move forward with the projects as listed above. **Order passed - Vote 7-0.**

SEWER STUDIES

INTRODUCTION: At the Town Council workshop on March 29, 2016 the Council discussed a request by the Water Department for the Sewer Department to accept the filter backwash from the Moody Road Plant. In the past this discharge to the Treatment Plant had a negative impact on the system. Mr. Leighton said it is our understanding there were complications associated with the original start up and we have been asked to revisit the option of the Water Department discharging this waste to the Treatment Plant.

The current wastewater composition the Treatment Plant receives has changed and as a result we recommend the completion of a Local Limits study, which will help identify allocations of various wastewater characteristics. This will help the department determine what types of wastewater we can accept now and in the future based on development needs.

The data to be reviewed overlaps with our need to update the Sanitary Sewer Ordinance as well a review of our current sewer rate structure. As a result we have contacted Olver Associates to determine anticipated costs for all of these efforts and the results are described below.

Sewer Rate Study - \$5,000
Ordinance Review - \$5,000
Local Limits Study - \$10,500
Lab Testing Place Holder - \$5,000

Mr. Leighton requested permission to move forward with these projects utilizing available funding in the current Sewer Department Budget.

COUNCILOR COMMENTS: Councilor Ward remarked that it would be better to pay for it this year out of the operations budget instead of adding it to next year's tax burden. Councilor Kolbe asked if the Water Department would be contributing to the cost of the study. Mrs. Barnes indicated they were paying \$4,500 for their study.

VOTE (2016-80) Councilor Ward, seconded by Councilor Metivier moved to authorize the Town Manager to enter a contract with Olver Associates to complete the projects listed above in the amount not to exceed \$25,500.00. **Order passed - Vote 7-0.**

ROUTE 9 ZONING CHANGE

COUNCILOR COMMENTS: Councilor Bickford reported the Council by consensus requested the Planning Board consider the Route 9 zoning change to allow a used car lot on Route 9. Mr. Fellows explained there were certain ways to amend Chapter 70, which could be done by Council or by petition and indicated the Planning Board would proceed after the formal vote.

VOTE (2016-81) Councilor Ward, seconded by Councilor Metivier moved to proceed with the Route 9 zoning change sending it to the Planning Board. **Order passed - Vote 6-1. (Opposed: Kolbe)**

AMEND 86-6 TOWN DISBURSEMENT WARRANT POLICY AND AMEND 86-81 INTERNAL CONTROL POLICY

INTRODUCTION: Mrs. Barnes pointed out the next three items on the agenda were intertwined. She said the amendment adds the language for the Council Chairman to designate one or more municipal officers to sign employee wages and benefits, which has to be done annually. It was done last year for the town warrants, but we didn't do that for the school side so that's what is being amended here. She said later on the Chair will designate one or more municipal officers to sign those warrants, but as of right now four Councilors need to sign the school warrants. She indicated the next amendment for the internal control policy will make it consistent though out. She mentioned currently the superintendent would sign along with a majority of the school committee members, but it is not in the policy so we are adding language to put the superintendent's signature in there, which is what he is currently doing to make them consistent.

VOTE (2016-82) Councilor Metivier, seconded by Councilor Crafts moved to amend 86-6 Town Disbursement Warrant Policy and amend 86-81 Internal Control Policy as presented below:

TOWN DISBURSEMENT WARRANT POLICY

Sec. 86-6. - Town disbursement warrants.

- (a) Purpose. This policy is to enable the Town of Lisbon to process certain treasurer's warrants for payment, without full majority approval of the municipal officers at a duly called meeting, and in accordance with the exceptions noted in 30-A M.R.S.A. § 5603(2)(A)(1)&(2). These exceptions allow the municipal officers through this policy to permit one or more designated municipal officers to approve a disbursement warrant for employees' wages and benefits, and to allow for the disbursement of payments for municipal education costs upon approval by the school superintendent and a majority of the school board. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.
 - (b) Delegation of authority. Pursuant to the provisions of 30-A M.R.S.A. § 5603(2)(A)(1)&(2) the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits, and education costs.
- (1) Disbursements for employee wages and benefits may be made when a disbursement warrant has been signed by one or more designated municipal officers, such municipal officer(s) to be designated by the chairman of the town council.

- (2) Disbursements for municipal education costs in accordance with a disbursement warrant signed by the school superintendent and approved by a majority of the school board. Employee wages and benefits may be signed by one or more designated municipal officers, such municipal officer(s) to be designated by the chairman of the town council.
- (c) Effective date. This policy becomes effective on the date of adoption by the town council. Copies shall be furnished to the municipal clerk, municipal treasurer and town manager.
- (d) Original. The municipal clerk shall maintain the original copy of this policy in accordance with the records of actions of the town council.

(T.M. of 9-19-2006, § 2006-43; T.M. of 4-3-2007, § 2007-39; T.M. of 10-30-2007, § 2007-185A)

INTERNAL CONTROL POLICY

Sec. 86-81. - Internal control. III. Cash Management

- Disbursements:

The bills of the town are paid by paper check and are authorized by town council through the warrant process. Warrant preparation coincides with the town council meetings held on the first and third Tuesday of each month. The town uses a modified purchase order system. Department heads use purchase orders to encumber budget allocations when an order for goods or services is placed. Purchase orders are approved by department heads for amounts up to \$500.00. Purchase orders above \$500.00 require the additional approval of the town manager. Purchase orders are submitted to the computer clerk who books the purchase order as an encumbrance in the accounting system. When goods and services are received, the invoice is approved by the department head and forwarded to the accounts payable clerk. The invoice is reviewed by the clerk and matched up with its PO and submitted to the computer clerk for the entry in to the computer system. The system prepares the warrant and produces the checks with the signature of the town manager attached. The warrant and the POs and invoices are submitted to the town manager's office for his review on the morning of the town council meeting. Checks are locked in a fireproof cabinet in the payroll clerk's office. The key to this cabinet are controlled by the finance director and the payroll clerk. The warrant is reviewed and approved the evening of, before the meeting, by two designated members of the council and then locked in the manager's office overnight. The next day the signed warrant and the POs and invoices are routed back to the finance department. Friday is the normal day for checks to be released. Prior to that, the finance director counter initials all checks over \$1,000.00. This includes reviewing the underlying documentation for proper authorization. The checks along with the remittances are mailed by the payroll clerk. The POs are filed alpha by vendor by the accounts payable clerk. Monthly statements from vendors are reconciled to payments and invoices by the accounts payable clerk.

Between warrants, checks may be issued on a limited basis. Bills routinely paid this way include: remittances to the State of Maine for state fees collected by the tax collector's office. This is because the due dates for these fees and the period covered by these report can be shorter than the time between warrants. Other expenses paid this way include referee fees for the recreation department. This procedure replaces the previous method of the recreation director maintaining a separate checking account in order to pay these officials in a timely manner. Payment is expected at game time. This type of between warrant expenditure is referred to as a hand check. These checks are prepared by staff and hand signed by the finance director or the town manager. They are included on the next warrant or maybe on a separate warrant that is presented for signature at the next council meeting. Again, the criteria for this method include approval by the town manager and/or the finance director.

The water department presents checks for signature once per week to the finance director. The town manager also has signatory authority on this account. The checks are accompanied by a copy of the water department's warrant signed by a majority of the water commissioners. Only checks appearing on the warrant that agree in both payee and amount are signed. Two of the checks per week are to reimburse the town for payroll expenditures made by the town.

One member of the town council is required to approve expenditures for the school. Their warrants, signed by the Superintendent and a majority of the school board, are submitted to the payroll clerk along with supporting documentation. Two sets of signed warrants are submitted. These are forwarded together with the town warrant and invoices to the town manager the day of the meeting. The checks for the payable warrants are run using the school's financial software which affixes the town manager's signature directly to the check. The checks are

produced at the town office by the payroll clerk who has limited access to the school's financial software, they remain locked in the clerks cabinet until after the meeting. The finance director receives the total amount of the warrant and transfers this amount into the school payables bank account. One set of the signed warrants are kept here at the town and another is returned to the school along with the signed checks, and invoices. Generally, this is done on the Friday after the meeting.

A limited number of transactions of the town are settled by a wire transfer instead of a check. These include: Bond payments, postage purchase, and the transfer of excess cash to the town's brokerage account. Wire transfers are executed on line by the finance director and subsequently released by the payroll clerk or the town manager. Wire transfers may also be settled at the branch in which case there is no subsequent release.

Order passed - Vote 7-0.

DESIGNATE MUNICIPAL OFFICERS

INTRODUCTION: As referenced in Sec. 86-6 Town Disbursement Warrant Policy, Title 30-A MRSA § 5603(2)(A)(1)&(2) indicates the municipal officers may adopt a written policy to disburse funds for municipal education costs or state fees when the warrant has been signed by one or more designated municipal officers.

VOTE (2016-84a) Councilor Ward, seconded by Councilor Albert moved to designate two municipal officers to sign disbursement warrants for wages, benefits, and municipal state fees according to state statute and written policy in Sec. 86-6 Town Disbursement Warrant Policy. **Order passed - Vote 7-0.**

VOTE (2016-84b) The Chairman, Councilor Bickford, designated Councilor Brunelle and Councilor Kolbe, plus himself as an alternate to sign instead of Councilor Brunelle on the Water Department's but also for the Town and School Warrants if necessary.

FIRE DEPARTMENT CAR 1 BID AWARD

INTRODUCTION: The Fire Chief requested approval to award the bid for Car 1. Chief Galipeau said the apparatus falls in line with the established apparatus refurbishment capital plan that was established in 2004 therefore the funding for the project is already established so there will be no impact to the taxpayer for this purchase. The requests for proposals were sent to five dealerships with only three responding. Two of the three meet the specs requested by the department. One was a leftover 2015 vehicle. The following pricing includes the trade in:

Rowe Auburn:	2016	\$23,668.87
Wiscasset Ford:	2015	\$25,985.00
Quirk Ford:	2016	\$27,200.00

Chief Galipeau recommended the council award the bid to Rowe Ford. This unit is in stock and ready to be delivered.

VOTE (2016-85a) Councilor Ward, seconded by Councilor Kolbe moved to award the bid for Fire Department Car 1 to Rowe Ford, Auburn in an amount not to exceed \$23,668.87.

STATUS OF CAR 4

Chief Galipeau said he was looking for a used 3/4 ton work vehicle. Nothing has been found in surplus. There are some good used vehicles within the five to eight year old range for around \$18,000 to \$25,000. He said there is one in Bangor right now but the research has not been done on it. He asked the Council if it were possible, could they approve a motion not exceed \$20,000 or \$25,000 for a used vehicle so the Town Manager and he could negotiate a deal if we find one that fits. He explained that if they did find one it would be another two weeks before it could be approved and that vehicle might not be there anymore.

Councilor Albert said Car 4 was a secondary utility pickup truck for the duty officer, that \$18,000 to \$23,000 seems like that competes with the new prices, and do we or don't we go new. Chief Galipeau said this would be for a 3/4 ton in this instance, which is different now. In town there are loaded vehicles with higher mileage, but those are \$30,000 and a new one is \$34,800. He asked the Council whether they wanted to go with used in the \$20,000 range or new.

Mrs. Barnes said they found a 2011 in Bangor with very low mileage for under \$18,000. Councilor Albert said that's appealing. Mrs. Barnes said that's a very good deal. Councilor Metivier said that may not be a bad way to go. Mrs. Barnes said that before the town would do anything they would check into the vehicle's history. Councilor Ward said we would invest in the maintenance part of it so we can get the life we are looking for out of it. Councilor Albert said \$20,000 seems reasonable for a used vehicle.

Order passed - Vote 7-0.

VOTE (2016-85b) Councilor Albert, seconded by Councilor Metivier moved to cap the purchase for Car 4's replacement vehicle at \$20,000.

Councilor Brunelle asked for clarification on the motion. He commented it should be contingent upon whether you find something or not leaving the option to go with something new. For instance, if you found something with all the options you need and its \$2,000 more you should be able to get that. Chief Galipeau said he was not comfortable with being given too many options like last time, but that if this vehicle was not available and he found one that's more he would come back to the Council with options.

Order passed - Vote 7-0.

SET DATE FOR SCHOOL BUDGET VALIDATION REFERENDUM

VOTE (2016-86) Councilor Ward, seconded by Councilor Albert moved to set the date for the School Budget Validation Referendum on June 14, 2016. **Order passed - Vote 7-0.**

SET DATE FOR PUBLIC HEARING FOR 2016-2017 SCHOOL BUDGET

VOTE (2016-87) Councilor Ward, seconded by Councilor Kolbe moved to schedule a public hearing for the 2016-2017 school budget at LCS at 7:00 PM. **Order passed - Vote 7-0.**

COOPERATIVE SERVICE AGREEMENT WITH THE DEPARTMENT OF AGRICULTURE

INTRODUCTION: Mr. Stevens explained the situation at Beaver Park and requested the Council approve the cooperative service agreement with the Department of Agriculture. He said it's a health and safety issue.

VOTE (2016-88) Councilor Metivier, seconded by Councilor Crafts moved to approve the Cooperative Service Agreement with the Department of Agriculture (see attached). **Order passed - Vote 7-0.**

OTHER BUSINESS

A. TOWN MANAGER'S REPORT

Mrs. Barnes commended the Police and Fire Departments. She said they have had some unusual circumstances this past week that they had to deal with. They do their jobs well and with some compassion. Sometimes it is not easy to do what they have to do with some of the things that they have to deal with. Both departments are to be commended for their outstanding work they do here in this community.

B. DEPARTMENT HEAD REPORT – DENNIS DOUGLASS

Mr. Douglass said for the month of February there were 3 building permits issued, 1 new construction, 1 very large garage, a nice apartment remodel, and 5 electrical permits for each of those. There were 7 plumbing permits issued with 3 of them for new homes. There were 2 mobile home hookups and 3 remodels and one new septic along with a couple of miscellaneous permits.

Mr. Douglass said the Planning Board is continuing the work on zoning issues along the Route 196 corridor. A hearing for that has been scheduled for Thursday night. They finished the property management ordinance. They approved a 5-lot subdivision on Mill Street. He mentioned he started the process for the comprehensive

plan revisions to go along with the zoning items they are working on. He reported they just started discussing the Route 9 rezoning request.

Mr. Douglass said the Appeals Board doesn't have anything to report. As Health Officer, there are a number of landlord/tenant items to deal with. Right now, there is an issue at Woodside Apartments taking priority. He mentioned the route 196 Steering Committee has been working on the business façade program, which has been submitted so their portion is done. They are working on continued efforts on redevelopment. He said the Firing Range Committee's work was wrapped up and sent out to the town's attorney for his review of that ordinance they put together. That's a Chapter 70 Zoning Amendment which will need to go to the Planning Board and then on to the Council for adoption.

Mr. Douglass said the start of 2016 has been very busy. He said, right now, there were 6 new homes under construction. He reported 4 new mobile homes came in as well. A few homes are being remodeled along Route 196, which is a step in the right direction. He mentioned the one Mr. Malloy is redoing; that's looks better with the new siding, cleaned up landscape, and new driveway.

Mr. Douglass reported he has received a lot of calls about the demolition of the Worumbo Mill. He mentioned the Planning Board put this on their agenda for 6:00 PM Thursday for a public hearing to do a site plan review for the demolition of that mill. If everything goes through on Thursday, the mill should come down before Moxie Day. They are already cleaning the inside out. He mentioned Almighty Waste has the contract. They will pulverize the concrete into the smallest pieces possible; they will cover it, grade it, and what's left gets hauled off. MDEP has been contacted and an environmental company is working with them. He mentioned there was an old siren at the top of this building. He indicated there were no plans on saving it; it could have belonged to the Fire Department at one time. He said the big Worumbo sign is free for the taking as well; its 60 feet in the air and all granite. He said Joe Miller is the person behind the scenes to contact if interested in them. It will be a big change for Lisbon along with the upcoming interchange plans there. He said he had not heard about any future development plans.

AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

Steve Warren said the recent death of the bicyclist in Lisbon sadden him. He explained how important the role of committees play in town. He said there is a reason we need citizens to get involved in them. For instance, at the location this happened, the developer offered and the trails commission at the time was very interested in developing an off road option for bikes and pedestrians at that Kelly Park location. He said unfortunately it was not done, but more importantly this is the reason why we need citizens to advocate for these things.

APPOINTMENTS

DESIGNATE MUNICIPAL OFFICERS – DISBURSEMENT WARRANTS

See Action Taken under 2016-84

APPOINT ELECTION CLERKS

VOTE (2016-89) Councilor Ward, seconded by Councilor Metivier moved to appoint the following Election Clerks as presented:

DEMOCRAT ELECTION CLERKS

Deborah Danuski
Donald Fellows
Jane Fellows
Anita Jeannie Fournier
Monique Gayton
Sheila Gray
Maria A. Hale
Andrea Metayer

DEMOCRAT ELECTION CLERKS

Elizabeth Sawyer
Dorothy Smith
Alfred Smith
Dorothy Galgovitch
John Ziehm
Jean Litchfield
Kirsten Uhde
Jo-Jean Keller
Nicole Laverdiere

REPUBLICAN ELECTION CLERKS

Barden, Virginia
Baumer, Helen
Baumer, Julie Ann
Baumer, Pauline
Booker, Camille
DeGroft, Mary
Douglass, Linda
Dunn, Lorraine
Ganong, Margaret

REPUBLICAN ELECTION CLERKS

Goddard, Cheryl
Greim, Phyllis
Haggerty, Cheryl
Haggerty, Timothy
Jordan, Robert J.
Maloy, Jessica
Reid, Barbara
Rioux, Ricky
Twig, Gail

UNENROLLED CLERKS

Pat Tadiff
Joyce Berg

Order passed - Vote 7-0.

APPOINT WARDEN FOR JUNE ELECTION

(Rick Roberts)

AND

APPOINT CIVIL CONSTABLE

(Randall Burnham)

VOTE (2016-90) Councilor Metivier, seconded by Councilor Crafts moved to appoint Rick Roberts as Warden for the June 14, 2016 State Primary and School Budget Validation Referendum Election and appoint Randall Burnham a civil constable in the Town of Lisbon. **Order passed - Vote 7-0.**

COUNCIL COMMUNICATIONS - NONE

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2016-92) Councilor Metivier, seconded by Councilor Kolbe moved to adjourn to a workshop at 8:20 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved May 17, 2016