



## **TOWN COUNCIL MEETING MINUTES JUNE 7, 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 & PLEDGE TO THE FLAG.** 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, Ryan Leighton, Public Works Director, David Brooks, Police Chief, Ed Karass, Miriam Morgan-Alexander, Appeals Board/Assessment Review Board, Karin Paradis, Don Fellows, and Scott Hall Planning Board Members and approximately four citizens in the audience.

### **GOOD NEWS AND RECOGNITION**

Councilor Bickford said there was a water main break at 6:00 a.m. on Memorial Day and he wanted to thank Chris Brunelle and Larry Plourde for working all day in the pouring rain alongside a contractor to restore water services to the area.

Dorothy Fitzgerald wanted to extend Congratulations to the Class of 2016 and give thanks to Superintendent Richard Green and the School Committee for having the first graduation in many years at the high school. She wanted to recognize her grandson, Nick Ridley who graduated this year who gave a beautiful speech. Ms. Fitzgerald said there was a mini-parade on Memorial Day with a camouflage- jeep and a few service men with no police escort or anything and she thought that was very touching. She said the LJAL Spring Carnival was a wonderful day with two games running at a time all day and she wanted to recognize the work of all the volunteers, 35 coaches, and 252 participants who made it all happen.

Councilor Albert reported the high school team won the MVC for track and continued on to States where Bree Sautter brought home the title in the 400m and Nick Harriman in the 3200m, kudos to the team and coaches.

### **PUBLIC HEARINGS - NONE**

### **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Fern Larochelle, President of Positive Change Lisbon (PCL), said they have a mass gathering and request to use town-owned property applications on the agenda this evening. He reported that they had been working with town officials on what would need to be done in order to have a beer garden and although everyone was working hard in order to make it happen this year there just won't be enough time to do it this year and they would like to try again in the future.

### **CONSENT AGENDA**

**VOTE (2016-124)** Councilor Crafts, seconded by Councilor Albert moved to approve the minutes April 12, 2016 Budget Workshop, a Banner Permit for the Moxie Festival, Moxie Festival Street Closure, and a renewal Victualer's License for the Riverside Dairy Bar. **Order passed – Vote 7-0.**

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### CHAPTER 91 ARTICLE II.

#### POLICY REGARDING TOWN-OWNED PROPERTY AMENDMENT

**INTRODUCTION:** Mrs. Barnes explained to protect the Town of Lisbon if an accident were to occur when third parties are granted permission to use town-owned property and to streamline the language is recommending the following:

Section 91-36 Permits...

- (f) Applicant provide the Town with a certificate of insurance issued by a reputable insurance company providing liability insurance of at least \$1,000,000.00 per occurrence for bodily injury or death and \$300,000.00 per occurrence for property damage. The insurance policy shall name the Town as an additional insured and shall contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the Town.

Section 91-38 Prohibitions.

- (a) Alcoholic beverages. ~~No alcoholic beverages shall be permitted within any area governed by this policy.~~ Alcohol possession or use is not allowed in any park or town-owned property. Any exception to this rule must be approved in advance by the town council and shall be limited to special public events or public gatherings sponsored by a charitable, nonprofit organization or civic group in which alcohol is served by a licensed establishment with an off-premise catering license under Title 28-A MRSA Section 1052.

**VOTE (2016-125)** Councilor Ward, seconded by Councilor Metivier moved to adopt the following amendments to Chapter 91 Article II Policy Regarding Town-Owned Property as outlined below:

Section 91-36 Permits...

- (f) Applicant provide the Town with a certificate of insurance issued by a reputable insurance company providing liability insurance of at least \$1,000,000.00 per occurrence for bodily injury or death and \$300,000.00 per occurrence for property damage. The insurance policy shall name the Town as an additional insured and shall contain a clause providing that the policy may not be cancelled by either party except upon not less than 30 days written notice to the Town.

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**Order passed – Vote 7-0.**

#### REQUESTS TO USE TOWN-OWNED PROPERTY - POSITIVE CHANGE LISBON

**INTRODUCTION:** Diane Barnes, Town Manager said that everything was in order for the application.

**VOTE (2016-126)** Councilor Metivier, seconded by Councilor Albert moved to approve the application for Positive Change Lisbon to use town-owned property for PCL sponsored events. **Order passed – Vote 7-0.**

RENEWAL ITINERANT VENDOR/MASS GATHERING  
PERMIT FOR POSITIVE CHANGE LISBON

INTRODUCTION: Diane Barnes, Town Manager said all the requirements for the renewal have been met.

**VOTE (2016-127)** Councilor Metivier, seconded by Councilor Albert moved to approve the renewal itinerant vendor/mass gathering permit for Positive Change Lisbon. **Order passed – Vote 7-0.**

REQUEST TO BID PROJECTS –  
ROAD STRIPING, SALT, PW CAB & CHASSIS, AND  
SNOW GUARDS

INTRODUCTION: Mr. Leighton requested permission to advertise the following projects for bid pending budget approval:

1. Road Striping – He said they are requesting permission to advertise the annual centerline and edge line road striping.
2. Road Salt – Each year AVCOG advertises a joint purchase of Road Salt and Liquid Calcium/Magnesium Chloride RFP. He said they are requesting permission to have our estimated 2500 tons of salt included as part of this process.
3. Town Office Roof Snow Guards – He said they are requesting permission to advertise for bid installation of snow guards on the new metal roof as these items were not included as part of the original bid.
4. PW Cab and Chassis – He said they are requesting permission to advertise for a new cab and chassis pending final budget adoption.

COUNCILOR COMMENTS: Councilor Albert asked what the salt usage was this past year. Mr. Leighton said it was lower than expected we typically use approximately 2500 tons and last year we used 1600 tons.

Councilor Metivier asked if the salt left over is still good. Mr. Leighton said it is still good.

Councilor Ward asked if there is a line item for the snow guards in the Town Buildings budget and how it was working with the roofing contractor. Mr. Leighton said it came up after so the snow guards were not included in the RFP because it was written for an asphalt roof with metal roofing as an alternate bid. He said the ballpark estimate for the snow guards is \$8,000 and is priced per foot and he would have to push back another item in the budget which would probably be insulating the hose tower. He said working with the contractor went well and the sub we ended up working with was better than the original selection so that worked in our favor. The subcontractors were very polite and contained the mess well. Mrs. Barnes said that she added \$10,000 to the town buildings budget for the snow guards because the hose tower needs to be insulated as well.

**VOTE (2016-128)** Councilor Ward, seconded by Councilor Metivier moved to authorize the Public Works Director to solicit bids for road striping, road salt, town office roof snow guards, and PW Cab and Chassis. **Order passed – Vote 7-0.**

CHIPPER PURCHASE

INTRODUCTION: Mr. Leighton said at the April 5, 2016 meeting he requested permission to purchase a used chipper in the \$15,000 to \$20,000 range. It has proven very difficult to find a good used machine in that range within a reasonable traveling distance; however, recently they found a used chipper listed on the Hammond Tractor website. He said after talking to the sales department that he learned the unit is a 2012 Bandit 990 demo unit with less than 100 hours that is being sold as a new unit with a full warranty. This model sells for approximately \$38,000 new and Lisbon has the opportunity to purchase the chipper for \$31,999. He indicated they were able to locate a used 2012 Bandit 990 with 212 hours in Conway, NH for \$27,900.

Mr. Leighton requested permission to purchase the chipper from Hammond Tractor Company in the amount of \$31,999. Although it was significantly higher than originally anticipated, he indicated it would be better to proceed in this direction.

Mr. Leighton explained that to date they have purchased ground speed controls for three trucks totaling \$18,285 and culvert purchases in the amount of \$12,171. The total unexpended balance for Winter Public works is currently \$37,300 and the additional \$25,155 necessary to complete these three projects in advance will be available in the Public Works Wages and Insurance lines based on vacancies over the past year.

**COUNCILOR COMMENTS:** Councilor Metivier asked if the one in New Hampshire was any good. Mr. Leighton said it was old and wasn't as user friendly as a newer model.

Councilor Kolbe asked if he was saying there is \$37,300 left in Winter Public Works and the required \$25,155 to cover the projects is also available in this year's budget? Mr. Leighton said he feels the public works budget can cover that from unexpended wages and benefits. Mrs. Barnes said they would make sure there is enough in this year's budget before they authorize the expenditure.

Councilor Ward asked what we currently do with the brush at the Transfer Station. Mr. Leighton said it is loaded and hauled away. Councilor Ward asked if they have looked into making our own mulch because it can be lucrative. Councilor Bickford said he had looked into it in the past and the town doesn't have a large enough area to stage the process.

**VOTE (2016-129)** Councilor Ward, seconded by Councilor Metivier moved to authorize the purchase of a \$2012 Bandit 990 Chipper from Hammond Tractor Company in an amount not to exceed \$31,999.00. **Order passed – Vote 7-0.**

#### SCHEDULE PUBLIC HEARING DATE FOR TIME WARNER CONTRACT RENEWAL

**INTRODUCTION:** Diane Barnes, Town Manager said they have worked out all the details on the Time Warner Contract and we need to set a public hearing for June 21, 2016. She said that the town's legal counsel would be present to answer questions.

**VOTE (2016-130)** Councilor Kolbe, seconded by Councilor Metivier moved to schedule a public hearing on the Time Warner Contract Renewal on June 21, 2016. **Order passed – Vote 7-0.**

#### PARKS & RECREATION GOLF CART PURCHASE

**INTRODUCTION:** The Park's Department is requesting to purchase a used golf cart. The golf cart would be used by staff to make daily rounds of the facilities. During the summer months there is a great need for over sight based on the usage of the facilities. The golf cart would minimize the use of fuel and reduce wear and tear on the park trucks. Mr. Stevens indicated he anticipated there would be funds remaining in our FY 2015-2016 Park Budget to purchase the used golf cart, which should not exceed \$5,000.

**COUNCILOR COMMENTS:** Councilor Bickford said he doesn't think a golf cart is sufficient and thinks they could do more with a UTV with a dump body for the same price.

Councilor Ward asked if the intent is to keep it for Beaver Park use only. Mr. Stevens said yes. Councilor Ward indicated he also thinks a UTV would be more versatile.

Mr. Stevens said he is looking at all wheel drive golf carts with dump bodies. Councilor Bickford said if it is all wheel drive with a dump body he would be on board with that as well.

Councilor Kolbe asked if the funds would be coming out of this year's budget. Mr. Stevens confirmed that it would be.

**VOTE (2016-131)** Councilor Brunelle, seconded by Councilor Crafts moved to authorize the Parks & Recreation Director to purchase a used golf cart or utility vehicle in an amount not to exceed \$5,000.00. **Order passed – Vote 7-0.**

#### REQUEST COUNCIL APPROVAL TO APPLY FOR FY 16 HSGP FUNDS

INTRODUCTION: Chief Brooks said the FY 2016 Homeland Security Grant Program was announced to us in Androscoggin County earlier this month. The funding is divided into two (2) categories; Law Enforcement and All Other. In the Law Enforcement category the police department is eligible for no less than \$4,660.53. In the “All Other” category, 60 eligible entities in Androscoggin County have \$61,899.07 to share. “All Other” includes Fire, PW, Schools, Water/Sewer, Hospitals, and EMA.

With that said he indicated he also needed to have a Plan B and said he was putting together an application to upgrade the exterior security cameras on the Town Office/Police building. IF the application for a generator is not successful, Lisbon will not want to lose the opportunity to receive the HSGP funds for the cameras.

Lisbon EMA Director, Lisa Ward, said she is working on an application to acquire a generator for the Community Shelter (new high school gym). This is a formidable task and may not be attainable due to the available funding. However, we will not know until all of the eligible entities make their respective applications. Making this a town wide effort, I have dedicated the LE funds available for the police department to be put towards the total needed for a generator.

At this point, they are requesting the Council approve their efforts in writing an application.

COUNCILOR COMMENTS: Councilor Kolbe asked if there were any matching funds required and if they can pool the two funds together. Mrs. Ward said there are no matching funds required and that they both looked at the paperwork and think that they can and it is a really good opportunity.

Councilor Ward said he does not see a down side except if the project comes in at three-quarters of a million dollars. Mrs. Ward said it won't and she thinks it will be closer to \$60,000.

**VOTE (2016-132)** Councilor Brunelle, seconded by Councilor Albert moved to authorize the Police Chief and EMA Director to apply for the FY 2016 Homeland Security Grant Program Funds. **Order passed – Vote 7-0.**

#### COASTAL HUMANE SOCIETY CONTRACT RENEWAL

INTRODUCTION: The contract for shelter services with the Coastal Humane Society expires June 30, 2016. The renewal agreement attached covers the period of July 1, 2016 – June 30, 2017 for a total contract fee of \$11,711.70. A copy of the contract is attached for your review.

**VOTE (2016-133)** Councilor Metivier, seconded by Councilor Crafts moved to authorize the Town Manager to sign the renewal agreement effective July 1, 2016 through June 30, 2017 with the Coastal Humane Society. **Order passed – Vote 7-0.**

#### OTHER BUSINESS

#### A. TOWN MANAGER'S REPORT

Diane Barnes, Town Manager reported that thirty-day notices and liens for sewer and taxes are complete. She is working with Ed on year-end and getting ready for Munis. Mrs. Barnes has now completed her first trip to small claims court. When she started there were eleven accounts and only four accounts went to court so we are making progress.

#### B. DAVIS STREET SIDEWALK UPDATE

Mr. Leighton said he had evaluated alternatives for connecting the Androscoggin River Trail to the Lisbon Falls Downtown along Davis Street and determined the most cost effective solution is to improve approximately 1500 feet of sidewalk along the southerly edge of the street with new pavement installed at the existing road grade as well as pavement markings. He anticipated crossing the street in the area of 4 Davis Street and transitioning to an elevated sidewalk to match the granite curb along the intersection of Route 196 and Davis Street and ultimately creating a pedestrian crossing perpendicular to the pedestrian landing on the Union Street side of Route 196 utilizing the flashing lights we received from Maine DOT.

#### C. INVESTMENTS UPDATE

Ed Karass, Finance Director said investments continue to grow. Rates are good ranging from .24% to .78%, he continues to add to the investment portfolio with \$250,000 in short-term and will ladder out to 2019, and he recommends moving an additional \$200,000 to investments.

Councilor Ward asked when he wanted to move them. Mr. Karass indicated it would probably be mid August.

#### D. MUNIS UPDATE

Mr. Karass reported the Munis work is progressing on target and he is about two-days ahead of schedule. He said Munis comes in to tutor, then checks in the following week, and the liaison will be here on Thursday to check-in. He said he will be mapping out accounts payable with Brenda Martin. By the end of July the chart of accounts, accounts payable, and accounts receivable should be complete. Around the end of September we will begin working on payroll and cut that over after W-2's.

#### E. REVENUE THROUGH MAY

Mr. Karass indicated revenues are better than budgeted. Motor vehicle revenue will finish \$100,000 ahead. That revenue will help offset the School Resource Officer and Dispatch revenue lost.

Councilor Ward asked about sewer and general assistance revenues. Mrs. Barnes said a sewer billing probably went out a little late. Mr. Karass said with general assistance it is mostly timing and there is no budget impact.

### AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

Dorothy Fitzgerald said they come to Council for funds for a metal roof and then come back later for additional funds for snow guards. This happens repeatedly; these things need to be planned better.

### APPOINTMENTS

**VOTE (2016-134)** Councilor Kolbe, seconded by Councilor Metivier moved to appoint the following  
:

Renewal Assessment Review Board – Clyde Cavender & Marie Hale  
Renewal Cemetery Committee - Lynette Carver  
Renewal Ethics Committee – Deb Danuski

Renewal Library Governing Board – Richard Golden  
Renewal Planning Board – Donald Fellows & Curtis Lunt  
Renewal Zoning Board of Appeals – Miriam Morgan-Alexander & Chris Rugullies

**Order passed – Vote 7-0.**

### **COUNCIL COMMUNICATIONS**

Councilor Ward announced that the public hearing on the municipal budget will be at the next meeting and the vote for the school's budget is this coming up on Tuesday at the new polling location at the Lisbon High School Gymnasium.

Councilor Albert said he had the pleasure of visiting Arnold Booker who turned 90 years old and wanted to wish him a Happy Birthday.

### **EXECUTIVE SESSION - NONE**

### **ADJOURNMENT**

**VOTE (2016-140)** Councilor Bickford, seconded by Councilor Kolbe moved to adjourn at 8:14 p.m. **Order passed - Vote 7-0.**

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Jody M. Durisko, Administrative Assistant  
Deputy Town Clerk  
Date Approved July 5, 2016