



TOWN COUNCIL MEETING MINUTES JUNE 21, 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; David Brooks, Police Chief; Sean Galipeau, Fire Chief; Ed Karass, Finance Director; Donald Fellows, Scott Hall, Karen Paradis, & Curtis Lunt, Planning Board Members; and approximately thirty citizens in the audience.

IN MEMORIAM

Councilor Bickford requested a moment of silence in memory of Richard Long who passed away on June 7, 2016. He served on the Assessment Review Board for five years, Zoning Appeals Board for one year, and Planning Board for two years. His love and dedication for the community will never be forgotten.

GOOD NEWS AND RECOGNITION

TRACK RESOLUTION

VOTE (2016-138) Councilor Kolbe, seconded by Councilor Metivier moved to adopt the following resolution:

WHEREAS, The Lisbon High School Boy's Track and Field Team have made the Community proud as they claimed the Mountain Valley Conference Championship title,

WHEREAS, the Boys Team won their 11th straight Mountain Valley Conference Track and Field Championship,

WHEREAS, the Girls Team won the 2016 Mountain Valley Conference Championship (the 10th time in the last 11 years.....their streak was broken last year losing by a 1/2 point),

WHEREAS, at the 2016 Class C State Meet the Boys placed 3rd as team with Nicholas Harriman winning the 3200 meter run,

WHEREAS, at the 2016 Class C State Meet the Girls placed 4th as a team with Bree Sautter winning the 400 meter dash,

NOW, THEREFORE, we, the Town Council of the Town of Lisbon wish to congratulate and thank the Lisbon High School Track and Field Teams and Coaches Hall, Sautter, Sylvester and Fuller for their fine representation of the Town of Lisbon while winning the Mountain Valley Championship Title.

Order passed – Vote 7-0.

Councilor Bickford called the track team representatives forward and presented the plaque to Nicholas Harriman and Bree Sautter.

EXECUTIVE SESSION

VOTE (2016-139, 140, 141A) Councilor Kolbe, seconded by Councilor Ward moved to go into Executive Session at 7:07 PM per 1 MRSA Section 405 (6) (E) Consultations with legal counsel, Section 405 (6) (A) Personnel Matters, and Section 405 (6) (D) labor negotiations. **Order passed – Vote 7-0.**

The Council returned from executive session at 7:55 PM.

VOTE (2016-141B) Councilor Ward, seconded by Councilor Kolbe moved the following:

The members of the Lisbon Town Council, meeting in regular session on June 21, 2016, do hereby adopt and pass the following resolution:

WHEREAS, the following person has served the citizens of Lisbon for 42 years:

Police Chief David T. Brooks began employment with the Town of Lisbon in 1974, with a total of 42 years in law enforcement service and 35.5 of those years as Police Chief,

WHEREAS, Police Chief David T. Brooks will be retiring on June 30, 2016, after serving as a leader in the Lisbon Police Department in an exemplary fashion; and,

WHEREAS, his contribution of service to the Town of Lisbon and its citizens will always be appreciated,

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Lisbon, Maine, that Police Chief David T. Brooks shall be awarded his Police badge and service weapon as follows:

David T. Brooks, Glock, Model 22 Gen 4 Serial # UWZ798

FURTHERMORE, a copy of this Resolution shall be given to Chief David T. Brooks.

Order passed – Vote 7-0.

VOTE (2016-141C) Councilor Ward, seconded by Councilor Albert moved the following:

The members of the Lisbon Town Council, meeting in regular session on June 21, 2016, do hereby adopt and pass the following resolution:

WHEREAS, the following person has served the citizens of Lisbon for 39 1/2 years:

Police Lieutenant Daniel P. Michel began employment with the Town of Lisbon in 1976, with a total of 39 1/2 years in law enforcement service and 33 of those years as Police Lieutenant,

WHEREAS, Police Lieutenant Daniel P. Michel will be retiring on June 30, 2016, after serving as a leader in the Lisbon Police Department in an exemplary fashion; and,

WHEREAS, his contribution of service to the Town of Lisbon and its citizens will always be appreciated.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Lisbon, Maine, that Police Lieutenant Daniel P. Michel shall be awarded his Police badge and service weapon as follows:

Daniel P. Michel, Glock, Model 22 Serial # UWZ799

FURTHERMORE, a copy of this Resolution shall be given to Lieutenant Daniel P. Michel.

Order passed – Vote 7-0.

Councilor Bickford recognized Representative Dale Crafts in the audience. Representative Crafts called Chief Brooks and Lieutenant Michel forward and presented Legislative Sentiments to each recognizing them for their many years of service to the Police Department of the Town of Lisbon.

Chief Brooks thanked the Council for making retirement possible for him and Lieutenant Michel at this time.

VOTE (2016-141D) Councilor Ward, seconded by Councilor Bickford moved to appoint Scott Stewart the Interim Police Chief with a salary of \$700 per week until a suitable candidate is found. **Order passed – Vote 7-0.**

Chief Stewart mentioned he was looking forward to assisting Lisbon in this role. He pointed out that he worked under Chief Brooks and Lieutenant Michel for many years that Chief Brooks was an excellent mentor, and Lieutenant Michel taught him how to drive. Both had a hand in getting him into law enforcement. He said that he should have the time needed to cover this position along with his other duties at Cumberland County. He indicated this should be an easy transition for him because this place runs so smoothly.

VOTE (2016-141E) Councilor Bickford, seconded by Councilor Metivier moved to ratify the one (1) year collective bargaining agreement for the Maine Association of Police under the terms tentatively agreed to and approved by the Police Collective Bargaining Unit. **Order passed – Vote 7-0.**

PUBLIC HEARINGS

The Clerk announced the Chair would open the public hearing, invite the presenter to speak, and then the public would be allowed to address it.

A. ZONING AMENDMENTS – ROUTE 196 & VILLAGES

Councilor Bickford opened the public hearing. Mrs. Paradis said this is the second public hearing [one at Planning Board level and this one by Council] on these areas not zoned correctly which may have been oversights in the past. These were a few spots better suited for Village, which allows a few more options for property owners. These are housekeeping in nature. She mentioned no changes had been made since it was first presented. Seeing no comments from the public, the Chairman closed the public hearing.

B. SPECIAL ENTERTAINMENT PERMIT – FRIENDS LODGE

Councilor Bickford opened the public hearing. See no comments; the Chairman closed the public hearing.

C. TIME WARNER CONTRACT RENEWAL

Councilor Bickford opened the public hearing. Seeing no comments; the Chairman closed the public hearing.

D. 2016-2017 MUNICIPAL BUDGET & CAPITAL IMPROVEMENT PLAN

Ed Karass explained the Capital Improvement Plan was presented to Council in April and May. The amount needed to fund it was forecasted out to 2026 for various items. Items included replacement of fire equipment and police vehicles, upcoming paving, and looking ahead at other public works equipment we know will be needed over time some of which has been budgeted for in this current budget. This is based on absolute need and should be considered bare bones. He indicated nothing had changed since it was introduced in late April.

Mrs. Barnes explained the final proposed budget has an increase of \$470,922. She Androscoggin County Budget has an increase of \$2,734. Our Revenue Sharing projection was an \$82,000 increase or a \$600,000 receipt. For other revenues, we are expecting \$2,315,026, which is a reduction of about \$14,680. Other revenues include excise tax. She reported we are experiencing higher excise tax revenue right now that should go through into the new year. The net effect, just on the other revenues, is a \$14,680 decrease. She mentioned with the taxable property value and the personal property tax that has still not been completed yet, but based on the revaluation figures and what we do have in for personal property tax, she estimated the mil rate, for the worst case scenario, is expected to decrease by 1 mil as of right now. She reported that is with an overlay of \$223,445.81, which would be a \$78,000 increase. Some of the significant non salary and wage increases include the following:

Technology:	Service & Software	\$ 58,823
Town Buildings:	R & M Building	25,000
	R & M Equipment	10,000
	Buildings	20,000
Tax Collector	Wages	15,600
Public Works:	Culverts	22,000
	Heavy Machinery	60,000
	Paving	175,000
	MDOT Match	<u>160,312</u>
		\$546,735

Mrs. Barnes said the net budget is about a \$470,000 increase. Most of this is for paving and the MDOT match, which will be a significant investment into this community.

Larry Fillmore said his figures did not match the Town Manager's figures which he took off the website she provides. He asked how many workshops had been held since April 13, 2016 when the Department Heads presented their budget. He answered, none. He reported that the Interim Town Manager, Dale Olmstead previously said the only way to save taxpayer money was a combination of cutting spending and increasing revenues; simple. He asked what the Council had done to reduce spending this year or increase revenue. He pointed out the amount increased didn't match and asked that the documents provided be consistent.

Mrs. Barnes explained the documents on line were the documents provided Council to start with and that updates, as they happen, would be difficult to keep updated without confusing the public. She said once the budget has been adopted the final budget will be posted. She summarized the overall increase to the municipal budget is currently \$470,922 and the county's is \$2,734. The school's budget as passed shows an increase of \$482,058.

Seeing no further public comments, the Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2016-142) Councilor Metivier, seconded by Councilor Albert moved to approve a Special Entertainment Permit and Liquor License for the Friends Lodge, the minutes of May 3, 2016, May 17, 2016, and ratify the June 14, 2016 Election Results. **Order passed – Vote 7-0.**

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

TIME WARNER CONTRACT RENEWAL

VOTE (2016-143) Councilor Ward, seconded by Councilor Metivier moved to approve the renewal Time Warner Contract as presented. **Order passed – Vote 7-0.**

ABATEMENT – PERSONAL PROPERTY TAX

INTRODUCTION: The personal property tax listed below was assessed in error and beyond the time frame that the Assessor can abate the tax by law. The business declared the personal property equipment and another business also declared the same business equipment and paid the tax.

<u>Account Number</u>	<u>Balance</u>	<u>Tax Years Owed</u>
359	\$3.36	2015

VOTE (2016-144) Councilor Ward, seconded by Councilor Metivier moved to abate personal property taxes for account number 359 assessed to Muzak, LLC in the amount of \$3.36. **Order passed – Vote 7-0.**

AUDIT ENGAGEMENT LETTER

INTRODUCTION: The engagement letter from RHR Smith confirms the understanding and scope of services provided to the town during the annual audit. They will audit the financial statements of the governmental activities, business type activities, any aggregate discretely presented component units, each major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively

VOTE (2016-145) Councilor Metivier, seconded by Councilor Albert moved to authorize the Town Manager to sign the engagement letter with RHR Smith for the annual audit. **Order passed – Vote 6-1. (Opposed: Kolbe)**

ZONING AMENDMENTS – ROUTE 196 & VILLAGES

Second Reading

VOTE (2016-146) Councilor Brunelle, seconded by Councilor Metivier moved zoning amendments – Route 196 & Villages as presented (see attached).

Roll Call Vote: Yeas - Ward, Albert, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - None. Order passed - Vote 7-0.

2016-2017 MUNICIPAL BUDGET RESOLUTION

VOTE (2016-147A) Councilor Brunelle, seconded by Councilor Metivier moved to adopt the 2016-2017 municipal budget totaling **\$8,571,765.00** as follows:

For General Government (Department 01)

Line 5100 for Personnel Services	\$ 816,585
Line 5200 for Contractual Services	\$ 497,673
Line 5300 for R/M & Operating Supplies	\$ 110,096
Line 5400 for Capital Purchases	\$ 50,000
Total for the General Government Budget	\$ 1,474,354

For Public Safety (Department 02)

Line 5100 for Personnel Services	\$ 1,903,666
Line 5200 for Contractual Services	\$ 39,643
Line 5300 for R/M & Operating Supplies	\$ 103,945
Line 5400 for Capital Purchases	<u>\$ 110,400</u>
Total for the Public Safety Budget	\$ 2,157,654

For Public Works (Department 03)

Line 5100 for Personnel Services	\$ 964,170
Line 5200 for Contractual Services	\$ 775,382
Line 5300 for R/M & Operating Supplies	\$ 372,100
Line 5400 for Capital Purchases	<u>\$ 713,500</u>
Total for the Public Works Budget	\$ 2,825,152

For Public Services (Department 04)

Line 5100 for Personnel Services	\$ 591,717
Line 5200 for Contractual Services	\$ 65,917
Line 5300 for R/M & Operating Supplies	<u>\$ 188,378</u>
Total for the Public Services Budget	\$ 846,012

**For General Assistance, County Tax,
Economic Development, Abatements,
Debt Service, & Bonds (Department 05-09)**

Line 5100 for Personnel Services	\$ 90,371
Line 5200 for Contractual Services	\$ 665,143
Line 5300 for R/M & Operating Supplies	\$ 3,050
Line 5400 for Capital Purchases	\$ 132,654
Line 5500 for Lease Purchases	<u>\$ 377,375</u>
Total for the General Assistance County Tax, Economic Development, Abatements, Debt Service & Bonds	\$ 1,268,593

Roll Call Vote: Yeas - Ward, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - Albert. Order passed - Vote 6-1. (Opposed: Albert)

BUDGET EXPENDITURES & ESTIMATED REVENUE RESOLUTION

VOTE (2016-147B) Councilor Brunelle, seconded by Councilor Ward moved to adopt the following:

BE IT ORDERED:

That the Municipal Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2016 and ending on June 30, 2017 be and hereby is adopted with a total expenditure of **\$8,571,765** balanced with a total of **\$2,917,026** in estimated revenue. A summary of appropriations is attached to this Resolution as Exhibit A. (*see attached*). A summary of estimated revenue is attached to this Resolution as Exhibit B (*see attached*).

Roll Call Vote: Yeas - Ward, Albert, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - None. Order passed - Vote 7-0.

SET DUE DATE FOR TAXES AND INTEREST

VOTE (2016-147C) Councilor Brunelle, seconded by Councilor Metivier moved to adopt the following:

BE IT ORDERED:

The Assessor of the Town of Lisbon be and hereby is directed to assess a tax upon all real estate in Lisbon and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2016 A. D. and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the Town of Lisbon on or before the 1st day of July, 2016. All taxes assessed as above and committed to the Collector shall be due on July 1, 2016. That having set the date on which the first installment of taxes shall become due, to wit July 1, 2016, any taxes remaining unpaid after September 15, 2016 shall bear interest from September 16, 2016 at a rate of 7% per annum, said interest to be added to and become a part of said taxes. That having set the date on which the second installment of taxes shall become due, to wit July 1, 2016, any taxes remaining unpaid after March 15, 2017 shall bear interest from March 16, 2017 at a rate of 7% per annum, said interest to be added to and become a part of said taxes.

Roll Call Vote: Yeas - Ward, Albert, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - None. Order passed - Vote 7-0.

COLLECTION OF TAXES IN ADVANCE

VOTE (2016-147D) Councilor Brunelle, seconded by Councilor Ward moved to adopt the following:

BE IT ORDERED:

That the Tax Collector be and hereby is, authorized to accept money prior to the date of Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same. It shall be discretionary with the Tax Collector/Town Manager to make arrangements through the Town of Lisbon Tax Club policy with any taxpayer for a schedule of monthly payments without interest and such arrangements, as they jointly deem necessary.

Roll Call Vote: Yeas - Ward, Albert, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - None. Order passed - Vote 7-0.

ACCEPT STATE FUNDS

VOTE (2016-147E) Councilor Brunelle, seconded by Councilor Ward moved to adopt the following:

BE IT ORDERED:

That the following categories of State funds be accepted during the fiscal year beginning July 1, 2016 and ending June 30, 2017:

- Municipal Revenue Sharing
- Local Road Assistance
- State Aid to Education (including Federal pass-through funds and property tax relief)
- Snowmobile Reimbursement Money
- Tree Growth Reimbursement
- General Assistance Reimbursement
- BETE Exemption Reimbursement
- Homestead Exemption Reimbursement
- State Grant and/or Other Funds

Roll Call Vote: Yeas - Ward, Albert, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - None. Order passed - Vote 7-0.

SEWER BUDGET

VOTE (2016-147F) Councilor Brunelle, seconded by Councilor Ward moved to adopt the following:

BE IT ORDERED:

That the Sewer Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2016 and ending on June 30, 2017 be and hereby is adopted with a total expenditure of **\$1,017,841** balanced with a total of **\$1,032,500** in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit A. (*as attached*).

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the Town of Lisbon Sewerage Ordinance the Town Council hereby adopts the following rates for the Town Sewerage Works:

\$ 5.35 per 100 cu. ft.

The Treasurer of the Town of Lisbon is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 7% per annum, said interest to be added to and become a part of said sewer service charges.

Roll Call Vote: Yeas - Ward, Albert, Metivier, Crafts, Kolbe, Bickford, and Brunelle. Nays - None. Order passed - Vote 7-0.

2016-2017 CAPITAL IMPROVEMENT PLAN

VOTE (2016-148) Councilor Ward, seconded by Councilor Brunelle moved to adopt the Capital Improvement Plan as presented (see attached). **Order passed – Vote 7-0.**

MAP CONTRACT

Item Taken Up Before Public Hearings Above

OTHER BUSINESS

A. TOWN MANAGER'S REPORT – NOTHING TO REPORT

B. MS4 UPDATE

Mr. Leighton reported the Council needed to have met and discussed the MS4 Stormwater plan prior to June 30 annually. He indicated the full fledge stormwater educational training session had been developed but postponed. He said the municipal stormwater survey has been completed and provided to the Council for review to help you understand the MS4 program. This has been provided to the Planning Board members as well. It's to be provided to the public, also, to help educate the public on the stormwater program. He said his understanding is that of all the MDEP audits done so far Lisbon is one of only two communities that have had no violations to date and will not require any follow up after the audit based on our programs and the major progress we have made in the past year and a half, which is good news as far as that's concerned.

C. DEPARTMENT HEAD WRITTEN REPORTS – NO COMMENTS

(Written Reports For Council Review)

D. DEPARTMENT HEAD ORAL REPORTS

POLICE DEPARTMENT - CHIEF BROOKS

Chief Brooks pointed out that 30 years ago, back in 1986, it was a different world back then. He touched upon the fact that he wore his uniform 94.5% of the time during his adult life. He reported public safety services are not

declining, there is an increase over 2014 in assaults, burglary, larceny, etc. and again this year these have not slowed down for Lisbon. Calls for service are on the rise. He said we have good officers doing the best job they can with the equipment they have with them. He pointed out that recently over 40 vehicles had been broken into, 45 domestic violence calls were reported, 5 assaults, 5 child abuse reports, 1 sex offender arrested, 13 burglar alarms responded to, along with checking 75 residential properties and attendance at 32 accidents. He mentioned the loss of an SRO position in the school system and pointed out that Lisbon is down to 12 officers now; the same amount we had in 1986 when the Selectmen increased this department to 12 officers. The Police Department has lost two (2) officers in the past two (2) years. He commented that Council is not connecting the dots. He articulated that he hoped the Council in the very near future would correct this situation. A 12-person department is not where Lisbon needs to be. He reported his people are over max at the current workload. He mentioned the Council's decision which added the 13th person back during this fiscal year he pointed out was just cut today when the Council adopted the current budget. This puts the department back to the amount it had 30 years ago.

Councilor Bickford thanked the Chief for his remarks and for his many years of dedicated service.

FIRE DEPARTMENT – CHIEF GALIPEAU

Chief Galipeau indicated May had the highest number of EMS calls (32) so far dealing with overdoses mostly. He reported they are pushing Narcan three times a week and/or two times a day with person(s) recovering. They completed hose testing. They attended the recent fire in Topsham doing 10 hours there. They purchased car 4. He indicated the truck should be stickered by Moxie Day. He mentioned the Worumbo Mill is being torn down. He indicated he formulated a preplan should it catch fire during the demolition. The ladder truck was inspected; it's working with corrosion issues and Engine 1 is going to Wisconsin for its refurbishment.

Chief Galipeau requested a workshop with the Council to discuss truck replacements.

AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS - NONE APPOINTMENTS

RENEWAL ZONING APPEALS BOARD

VOTE (2016-150) Councilor Ward, seconded by Councilor Kolbe moved to reappoint Shaun Carr to the Zoning Board of Appeals. **Order passed – Vote 7-0.**

RENEWAL LIBRARY GOVERNING BOARD

VOTE (2016-150B) Councilor Albert, seconded by Councilor Kolbe moved to appoint Jo-Jean Keller to the Library Governing Board. **Order passed – Vote 7-0.**

COUNCIL COMMUNICATIONS

Councilor Bickford mentioned that Chief Brooks lost his father over the weekend and asked residents to keep this in mind and expressed his heartfelt sympathy for him and his family.

ADJOURNMENT

VOTE (2016-151) Councilor Metivier, seconded by Councilor Ward moved to adjourn at 9:10 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved July 5, 2016