



**TOWN COUNCIL
MEETING MINUTES
OCTOBER 17, 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, Albert, Kolbe, Brunelle, Lunt, and Crawford. Councilor Crafts was excused. Also present were Diane Barnes, Town Manager; Lydia Colston, Finance Director; Ryan Leighton, Public Works Director; Diane Nadeau, Librarian; and approximately 20 citizens in the audience.

GOOD NEWS & RECOGNITION

EUGENE D. DACKMINE PROCLAMATION

VOTE (2017-260A) Councilor Kolbe, seconded by Councilor Lunt, moved to adopt the following proclamation:

THIS PROCLAMATION READS AS FOLLOWS:

WHEREAS, Eugene D. Dackmine was born in Lewiston, Maine on November 11, 1917; and

WHEREAS, He married Carmen in 1941 and they had two children, Robert and Susan; and

WHEREAS, He remembers Lisbon from when he was young, visiting Frank Bernier's farm on the Hudon Road and then working on Mr. Bernier's farm, putting the hay into the barn, milking the cows; and

WHEREAS, Going to the General Store on Main Street, traveling to the Village by a horse drawn wagon, peddling the player piano so they could sing along, and listening to his Dad playing his trumpet along with it; the Essex car his Dad bought made by Hudson in 1925 or so; and

WHEREAS, How life changing it was to go from then to driving cars, phones, and television; and

WHEREAS, He loves to fish and hunt and often recalls the time when he brought home a 750 pound Moose in 1992; and

WHEREAS, Eugene D. Dackmine turns 100 years old on November 11, 2017; and

NOW, THEREFORE, We the Lisbon Town Council wish Eugene D. Dackmine a very Happy Birthday; and

IN WITNESS WHEREOF, We have hereunto set our hand and caused the great seal of the Town of Lisbon, in the State Maine, to be affixed this 17th day of October in the year 2017.

Order passed - Vote 6-0.

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

VOTE (2017-260B) Councilor Kolbe, seconded by Councilor Crawford moved to approve the Accounts Payable & Payroll Warrants #41 for 22,122.48, #42 for 170,966.32, #43 for 17,579.34, #44 for 9,743.75, # 45 for \$309,270.40, #46 for \$1,655.41 and School Accounts Payable and Payroll Warrants #10 for 481.22, #1021 for \$325,399.12, and #1807 for 124,719.49. **Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS**ET SMITH HOSE COMPANY - FLOOR BID**

INTRODUCTION: Mr. Leighton indicated he sent out RFP's to the following vendors:

Bard Construction	Longchamps and Sons	St. Laurent and Sons
Carl Huston Excavation	Schaedler Concrete	
JMAC's Custom Concrete, Inc.	Smiley's Concrete	

The Town of Lisbon received one bid from JMAC's Custom Concrete, Inc. - \$10,965. Mr. Leighton said on June 6, 2017 the Town Council committed \$25,000 from unassigned fund balance for this project and that he is requesting permission to award the bid to JMAC's Custom Concrete, Inc.

VOTE (2017-261) Councilor Brunelle, seconded by Councilor Crawford moved to award the ET Smith Hose Company floor bid to JMAC's Custom Concrete for an amount not to exceed \$10,965.00. **Order passed - Vote 6-0.**

CHANGE TOWN OFFICE HOURS

INTRODUCTION: Mrs. Colston indicated as a result of numerous complaints from citizens regarding the office being closed on Fridays and concern for employee's work-life balance, the Council should consider returning to a five day workweek beginning December 4. She indicated that a mailing will be going out to all the residents next week which we could include a notice about the new Town Office hours.

Mrs. Colston said there was no significant energy cost savings for the 4-day work week. She indicated other potential downsides such as the inability to find extended hours childcare, decreased productivity during a longer workday, and an increased in scheduling difficulties. She reported that after reviewing the stats for busiest days that Monday and Tuesdays were generally consistently the town's busiest days and suggested moving to the same Town Office hourly schedule as previously proposed providing evening hours on one night:

Town office hours:

- Monday, Wednesday and Thursday - 8:00 am – 4:30 pm
- Tuesday – 8:00 am – 6:00 pm
- Friday – 8:00 am - 12:30 pm

The Council discussed the possibility of being open from 8:00 am to 5:00 pm Monday through Friday (open 45 hours to the public). Mrs. Barnes reported those hours would create an overtime issues and there are no overtime funds to cover that in the current budget.

Mrs. Barnes recommended keeping the same 40 hour 4-day work week or reverting back to the previous 40 hour 5-day work week, which employees were in agreement with. She asked Mr. Leighton for confirmation on the previous Town Office hours prior to the current change. Mr. Leighton replied the hours were 8:30 am to 4:30 pm. She said she was concerned about changing the hours to something else, because it could require paying overtime,

which is not in the current budget. She explained the Town Office is currently open 44 hours with a 10-hour 4-day work week. The proposed 5-day work week (8:30 am-4:30 pm) reduces the public's access by 4 hours to 40 hours so employees would need to be here by 8:15 am and work until 4:45 pm with a half hour lunch break.

VOTE (2017-262) Councilor Kolbe, seconded by Councilor Albert moved to change the Town Office hours to 8:30 am to 4:30 pm Monday through Friday. **Order passed - Vote 6-0.**

LIBRARY REQUEST TO CHANGE HOURS

INTRODUCTION: Mrs. Nadeau requested the Council consider changing the Library hours of operation, taking into consideration patron feedback and our community's needs to better serve our residents and suggested the following:

Monday	8:30 AM -12:00 PM (New + 3.50 hrs)
Tuesday	8:30 AM - 7:00 PM (same 10.50 hrs)
Wednesday	8:30 AM - 5:00 PM (New -1 hr 8.50)
Thursday	8:30 AM - 5:00 PM (same as above)
Friday	8:30 AM - 5:00 PM (same as above)
Saturday	8:30 AM - 2:00 PM (same 5.50 hrs)

Total Hours Of Service 45.00 Hours

The Library is currently closed on Mondays and offer 44.50 hours of service Tuesday through Saturday. The new hours would be 45 hours per week. It would bring back 6 days of library services to our community. The extra .50 hour of service would not impact staffing or payroll since 3 staff members already work on Mondays with the MILS re-bar-coding and other on-going projects. Like the Town Office, the Library has not seen any significant increase in the number of patrons seeking services from 5-6PM. We have experienced an increase in the number of patrons who seek services from 8:30 AM-9:00 AM, however, as townspeople start their workday. The savings in heating and cooling of the library facility on Mondays is certainly depleted with the extra 3 hours of patron services from 5-6 PM three days a week. We would continue to offer our Tuesday 7PM evening services to convenience those patrons who cannot get to the library before 5PM during the work week. We would keep the Saturday hours the same to ensure we meet the needs of our weekend patrons. The Library's goal is to offer timely and efficient library services to the Lisbon community remains the same.

VOTE (2017-263) Councilor Brunelle, seconded by Councilor Kolbe moved to adopt the new Library Office hours as follows:

Monday	8:30 AM -12:00PM (New + 3.50 hrs)
Tuesday	8:30 AM - 7:00 PM (same 10.50 hrs)
Wednesday	8:30 AM - 5:00 PM (New -1 hr 8.50)
Thursday	8:30 AM - 5:00 PM (same as above)
Friday	8:30 AM - 5:00 PM (same as above)
Saturday	8:30 AM - 2:00 PM (same 5.50 hrs)

Total Hours of Service 45.00 Hours

Order passed – Vote 6-0.

LIBRARY REQUEST TO CREATE THE LINDA S. PATRICK MEMORIAL FUND AND SIMILAR ACCOUNTS TO ACCEPT DONATIONS

INTRODUCTION: Mrs. Nadeau requested Town Council permission to accept donations from family and friends to establish a memorial fund in memory of a Lisbon resident Linda S. Patrick, who passed away on September 30th, 2017. She indicated the Finance Director could through the town's financial system create an account where funds could be deposited and expended through the Library Department and assured her that this type of Memorial Fund could easily be set up and efficiently used in the new "Munis" System.

Mrs. Nadeau said the family requested the funds be used to purchase new books for the collection and to purchase window boxes for flowers for the front of the library with Council's permission. She, also, requested Council permission to create similar accounts to accept other memorial gifts and/or donations in the future to give others the opportunity to donate to the Lisbon Library as well.

COUNCILOR COMMENTS: Councilor Ward said this should be great as long as it's not too restrictive.

VOTE (2017-264) Councilor Brunelle, seconded by Councilor Crawford moved to authorize the Town Manager to create the Linda S. Patrick Memorial Fund and accept donations, to purchase books, flowers, and window boxes as requested, along with setting up similar accounts to accept future gifts/donations as requested by the Librarian for the Library's use. **Order passed - Vote 6-0.**

LIBRARY REQUEST TO CLOSE THE LIBRARY ON FRIDAY, OCTOBER 27 FOR TRAINING

INTRODUCTION: Mrs. Nadeau said she would like permission to close the Library on Friday, October 27 for training to send all six (6) staff members of the Lisbon Library to the first MILS Users group meeting that day at the Topsham Public Library from 10:00 AM - 2:00 PM.

Mrs. Nadeau indicated this new consortium that Lisbon joined in May of 2017 is holding its first user's group meeting. This would be an excellent opportunity for her and staff to meet the other 12 members of the group. She anticipated getting information and updates from the Maine State Library InfoNet staff that oversees this consortium and system as well. Each of them have specific tasks within the MILS System that requires updates and her staff may have questions specific to those tasks that they would like addressed. This would necessitate the Library being closed during the morning hours until about 2:20 PM. Friday is usually the least busy day until the children arrive after school for programs at about 3:30 PM. She indicated they would all be back in time to staff the program and complete our 6PM workday.

VOTE (2017-265) Councilor Brunelle, seconded by Councilor Albert moved to close the Library on Friday, October 27 so staff can attend a training/MILS User Group meeting in Topsham. **Order passed - Vote 6-0.**

AMEND CHAPTER 50 SECTION 48 – MUNICIPAL PARKING LOTS

Introduction Only

INTRODUCTION: Mrs. Barnes reported the changes presented were made to accommodate those businesses that do not have off street parking. She indicated three people wanted to apply for 24-hour parking permits for the municipal parking lot; however, the ordinance currently reads that it is limited to those adjacent to the municipal parking lot and that leaves none since there are no tenant buildings adjacent. She mentioned Attorney Stockford tweaked the current ordinance before the Council. She suggested another alternative the Council could consider which would be to repeal certain sections of this ordinance and let people park as they wanted to if the Council didn't want to deal with it, and regulate that which interferes with snow removal and/or things left long term.

COUNCILOR COMMENTS: Councilor Ward suggested Mrs. Barnes bring this back with parts repealed. Councilor Albert suggested adding regulations to deal with snow removal or when someone parks permanently there.

Mr. Leighton said Lisbon is not staffed to take on the aspect of parking and permitting. He reported we have had issues before, like last year when someone had to be tracked down to remove their vehicle, so Public Works could plow. He recommended the Council deal with winter snow removal and some protection to deal with vehicles permanently parked there.

Councilor Albert asked Mrs. Barnes to have the appropriate sections repealed and to sell no permits. There were no objections noted.

AMEND FEE SCHEDULE – TRAFFIC & VEHICLES SECTION 50-48*Introduction Only*

This item is to be treated like the previous item, and revised appropriately since there will be no permits sold.

AWARD BOSTON POST CANE TO LISBON'S OLDEST CITIZEN

INTRODUCTION: Mrs. Lycette said for more than 100 years, the Boston Post Cane has been awarded to the oldest resident of Lisbon, passing from one elder to the next. She said today the Council Chair or a representative of the Council, along with the Town Manager, Town Clerk, and media present the recipient with a plaque and take pictures. The media often will run a story covering the event with the story about his life.

VOTE (2017-268) Councilor Kolbe, seconded by Councilor Lunt moved to recognize Eugene D. Dackmine as Lisbon's Oldest Citizen, turning 100 years old on November 11, 2017, and to display Lisbon's Gold Post Cane at the Town Hall in his honor. **Order passed - Vote 6-0.**

**SNOWMOBILE FUNDS TO RIVERSIDE TRAIL RIDERS
SNOWMOBILE & ATV CLUB REQUEST**

INTRODUCTION: Carroll Curtis on behalf of the Riverside Trail Riders Snowmobile & ATV Club is requesting permission to purchase a new 2018 Yamaha VK 540 orange snowmobile for grooming and trail work.

VOTE (2017-269) Councilor Brunelle, seconded by Councilor Albert moved to authorize the Town Manager to give the Riverside Trail Riders Snowmobile & ATV Club a check for \$8,598 from the Recreation Fund for the purchase of a new snowmobile groomer. **Order passed - Vote 6-0.**

**AMENDMENT TO SITE PLAN REVIEW ORDINANCE
CHAPTER 62 SITE PLANS***First Reading*

INTRODUCTION: Don Fellows reported this amendment adds a site plan review and permit for 1) a change of use from residential to non-residential use or from one type of non-residential use to a different non-residential use, and 2) any non-residential use where an allowed or previously permitted use has been discontinued or the property has been vacant for a period of 2 years or more. He mentioned that this section will eventually get moved into Chapter 70 Zoning where it belongs.

VOTE (2017-270) Councilor Brunelle, seconded by Councilor Kolbe moved to adopt the following amendment:

**Chapter 62 - SITE PLANS
Sec. 62-2 – Applicability**

The following shall be subject to Site Plan Review and permitting:

- (a) All new construction or expansion of buildings or use of land for commercial, industrial or institutional use where the activity is greater than 1,000 square feet ~~shall be subject to site plan review.~~
- (b) A change of use from residential to non-residential use, or from one type of non-residential use to a different non-residential use.

- (c) Any non-residential use where an allowed or previously permitted use has been discontinued or the property has been vacant for a period of 2 years or more.
- (d) ~~This chapter shall apply to~~ The construction or establishment of a multifamily structure that is not considered to be a subdivision under 30-A M.R.S.A. § 4401 or nonresidential use.
- (e) ~~In addition, site plan review is required for a~~ Any site improvements, not associated with an approved development project, which involve filling, cutting and/or earth moving of greater than 500 cubic yards of soil for other than new single-family residential construction and municipal roads.

No building permit shall be issued until the site plan and related documents for the development have been reviewed and approved by the planning board or the code enforcement officer in accordance with the procedures and standards of this chapter.

Order passed – Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported the School Committee appointed Ross Cunningham to fill the remainder of Gina Mason's term on the School Committee.
2. Planning: Councilor Ward reported the Planning Board met to deal with the Site Plan Review for Springworks and Domino's Pizza. They held a very productive Comprehensive Plan Review public workshop session on October 11.
3. Water Commission: Councilor Crawford reported the Commission is currently discussing water rates for next year.
4. LDC: Councilor Albert said he had nothing to report.
5. Conservation Commission: Councilor Lunt said he had nothing to report.
6. Recreation: Councilor Kolbe said she had nothing to report.
7. County Budget: Councilor Ward announced Councilor Lunt recently joined their county budget team representing District 4 replacing Guy Desjardins. He explained how difficult it will be to pass a budget with 11 votes when not even 11 members attend.
8. Library: Councilor Lunt said Mrs. Nadeau covered everything already.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported she sent RFP's to six different EMS facilities to provide an estimate for the same service that LE provides in town, service from where they are located, and then any other option they would like to provide. Those will be coming in shortly.

C. DEPARTMENT HEAD REPORTS

Councilor Ward thanked Deputy Chiefs LeClair and Robitaille for continuing the work of the Fire Departments and for completing the reports.

Councilor Ward said he was glad to hear about the Girl Scout Troop 28 coming in from Brunswick to work on their inside government badge. It was nice to have this troop lead us in the pledge to the flag tonight.

Councilor Ward asked Mrs. Colston about department expenses, keeping in mind each must ensure they come within their budget in the end. She said three were up, but should not be over budget in the end.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

APPOINTMENTS

APPOINT WARDEN FOR NOVEMBER 7, 2017 ELECTION

Twila Lycette, Town Clerk

VOTE (2017-271) Councilor Brunelle, seconded by Councilor Albert, moved to appoint Twila Lycette the Warden for this November 7, 2017 Election. **Order passed - Vote 6-0.**

COUNCILOR COMMUNICATIONS - NONE

EXECUTIVE SESSION

VOTE (2017-272) Councilor Brunelle, seconded by Councilor Albert moved to go into executive session at 7:58 PM Per 1 M.R.S.A Section 405 (6) (C) Acquisition of Real Property or Economic Development. **Order passed – Vote 6-0.**

ADJOURNMENT

VOTE (2017-273) Councilor Albert, seconded by Councilor Brunelle moved to adjourn at 8:23 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: 11/14/2017