



## TOWN COUNCIL MEETING MINUTES OCTOBER 18, 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 Vice-Chairman, Eric Metivier, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors, Brunelle, Metivier, Crafts, Kolbe, and Ward. Excused were Councilors Bickford and Albert. Also present were Diane Barnes, Town Manager; Ryan Leighton, Public Works Director; Mark Stevens, Parks & Recreation Director; Tracey Steuber, Economic & Community Development Director; Lisa Ward, EMA Director; Planning Board Members Donald Fellows (Chair), Karen Paradis, & Scott Hall; and approximately 10 citizens in the audience.

### GOOD NEWS AND RECOGNITION

Councilor Metivier acknowledged that Councilor Bickford was a good Councilor and that he had done a lot of stuff for the town while serving on the Town Council. He thanked him for his service. He indicated it was a pleasure getting to know him and that he was glad to be able to call him a friend.

### PUBLIC HEARINGS - NONE

### AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

### CONSENT AGENDA

**VOTE (2016-231)** Councilor Ward, seconded by Councilor Brunelle moved to approve the minutes of October 4, 2016. **Order passed – Vote 5-0.**

### COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

#### SCHOOL CAPITAL RESERVE REQUEST

**INTRODUCTION:** Allen Ouellette, School Transportation Director indicated the request of \$20,311 is needed to pay for the maintenance and minor remodeling associated with the new Gartley Street program and a replacement dishwasher at the Lisbon Community School.

**VOTE (2016-232)** Councilor Brunelle, seconded by Councilor Kolbe moved to approve the Capital Reserve request for a replacement dishwasher and renovations at the Gartley Street Program totaling 20,311. **Order passed - Vote 5-0.**

#### HVAC SERVICE CONTRACT

**INTRODUCTION:** Mr. Leighton indicated the RFP was sent to the following vendors:

AAA Energy  
Integrity Services of Maine  
Nason Mechanical  
Siemens

Air Temp Inc.  
Mechanical Services  
Patriot Mechanical  
Thayer Corporation

Fontaine HVAC  
Nadeau Refrigeration  
Pine State Service

Lisbon received the following bids:

AAA Energy	-	\$10,896	Air Temp	-	\$10,944
Mechanical Services	-	\$13,414	Patriot Mechanical	-	\$ 4,480
Siemens	-	\$15,690	Thayer Corporation	-	\$11,950

Mr. Leighton said based on the direction he received at the Town Council meeting on October 4, 2016 he followed up with the low bidder Patriot Mechanical and discussed their proposal and our expectations for service. As a result, he is recommending awarding the contract to Patriot Mechanical for a total of \$4,480. Based on their hourly rate he indicated Lisbon would pay per hour the additional visit during the heating season at the Town Office and any repeat visits throughout the year. He estimated that this will still likely result in a lower cost to the Town than the next closest bidder.

Mr. Leighton indicated he had followed up with Siemens to verify there were no issues with the Town utilizing another vendor for preventative maintenance. They indicated there is no requirement for the Town to use Siemens for our maintenance work; however preventative maintenance can have a drastic effect on energy savings if not done properly and Siemens will have to monitor that aspect closely, but were willing to work with Lisbon to ensure both of our needs would be met.

**VOTE (2016-233)** Councilor Brunelle, seconded by Councilor Ward moved to award the HVAC Service Contract to Patriot Mechanical in an amount not to exceed \$4,480. **Order passed - Vote 5-0.**

#### ACCEPTANCE OF CDBG DOWNTOWN REVITALIZATION GRANT AWARD

INTRODUCTION: Ms. Steuber announced Lisbon received the \$320,000 CDBG Downtown Revitalization Grant and reminded the Council it has authorized the application submittal and acceptance if granted a few months back. She indicated at this time the Council would need to schedule a public hearing to inform residents about this award, which meets the requirement under Phase II of the Downtown Revitalization Grant.

This award required a 25% grant match in the amount of \$80,000, which Council previously appropriated. Funds are broken down as follows:

- \$15,000 (Davis Street Project)
- \$50,000 (Grant Match Funds budgeted for FY2017)
- \$10,000 (In-Kind – ECD Director and Public Works time)
- \$75,000

Approximately \$5,000 in local funds needs to be raised to meet the \$80,000 match. She pointed out the total amount in grant funds secured through the ECD department in one-year amounts to \$670,000 in which the Town's obligation is \$80,000, with \$75,000 already set aside.

**VOTE (2016-234)** Councilor Kolbe, seconded by Councilor Crafts moved to schedule a public hearing on November 1 to meet the CDBG Downtown Revitalization Grant's Phase II requirement. **Order passed - Vote 5-0.**

#### ACCEPTANCE OF FY-16 HSGP FUNDS

INTRODUCTION: Lisa Ward announced that the FY'16 Homeland Security Grant we submitted was divided into two categories; Law Enforcement and All Other. In the Law Enforcement category police departments were eligible for no less than \$4,660.53. In the "All Other" category, there were 60 eligible entities in Androscoggin County sharing \$61,899.07. She said the "All Other" category included Fire, Public Works, Schools, Water/Sewer, Hospitals, and EMA.

Chief Hagan said Lisbon was awarded the FY16 Homeland Security Grant for Law Enforcement in the requested amount of \$3,485.00 and this will be used to upgrade the exterior security cameras at the Town Office/Police building. Mrs. Ward said Lisbon was awarded the FY16 Homeland Security Grant for the All Other category in the amount of \$15,258.44, which will go towards the \$61,750 needed to move forward with the generator project at the Lisbon High School. Their goal is to create an approved emergency shelter in Lisbon. She pointed out that the town had agreed to cover the shortfall of \$46,491.56.

**VOTE (2016-235)** Councilor Brunelle, seconded by Councilor Ward moved to accept the FY' 16 Homeland Security Funds as explained above and to authorize the Town Manager to sign the Memorandum of Understanding with the Maine Emergency Management Agency. **Order passed - Vote 5-0.**

## **OTHER BUSINESS**

### **A. TOWN MANAGER'S REPORT**

Mrs. Barnes mentioned the new phone system was being installed. It should be finished in a couple of week when the new IT service contract begins. She reported the stained art dedication at the Library this weekend went well. Many attended. The stained glass looks wonderful installed. She mentioned that the Voter Intent/Content Summary statements were distributed for the public to read and posted on the website. She reported the auditors are scheduled to be here the week of November 14 to finish up that work.

### **DEPARTMENT HEAD WRITTEN REPORTS – NO COMMENTS**

#### **B. DEPARTMENT HEAD ORAL REPORT**

##### **MARK STEVENS – PARKS & RECREATION DIRECTOR**

Mr. Stevens said the Moxie Car Show was held on August 13 this year because they got rained out in July. This year's event attracted 1/3 of the usual 200 cars and raised about \$2,500. He mentioned they offered Movies in the park again this summer. They showed four movies this year and the final movie in September, which was Star Wars that attracted nearly 100 people.

Mr. Stevens reported their biggest program was summer day camps. They wrapped camps up on August 12 with an annual "Lisbon's Got Talent" show at the Pavilion in MTM Park. He said their new Theater Camp was held on the third week of August at the MTM Community Center. Kids practiced their lines and performed two shows in front of a live audience on the final day of camp. He reported their department along with DARE transported kids to Funtown for an evening of family fun. He indicated their before and after school program started on August 31. He said they are seeing more kindergarten and second graders attending their after school program now. Their goal is to maintain a 1 to 10 ratio however; 1 to 15 is acceptable. He said they have been averaging 40 to 45 kids on a daily basis.

Mr. Stevens reported their fall sports teams (football, field hockey, and soccer) began practicing mid-August with games starting the first week of September. Their Coed softball league wrapped up in August with the League Championships held at Pinewoods Ball Fields. The women's fall fast pitch league and new co-ed league started in September. He said their Senior Program Coordinator, Aline Strout, along with Cherie took 52 people to Pigeon Forge Tennessee in September. He said they are working with Lost Valley to bring back a ski program to the residents of Lisbon beginning in January.

Mr. Stevens said the MTM Community Center is in the renovation process get much needed improvements accomplished. They are currently having the floors stripped and waxed. They usually do this following their busy summer programs. The MTM Gym doors will be replaced along with installing new exterior security cameras.

Mr. Stevens reported the Lisbon Girl Scout chapter held their annual overnight camping experience at Beaver Park in September. 30 girls along with their leaders used several campsites Saturday into Sunday. They walked

the trails and helped with some clean up while they were in the park. Bog trail has been re-routed by our staff. The Jessup trail is getting some much-needed bridgework done by our local eagle scouts.

Mr. Stevens said the East Coast Greenway signs have been installed. These signs direct people to the trail heads connecting Florida to Maine. He said they are in the process of selling our first Cemetery Lot. He indicated the Lisbon Community Gardens coordinator, Judy Arledge, has been doing an amazing job this summer. Her crops are being harvested in September. She reported she collected over 400 lbs of vegetables. She took most of it to the LACO food bank. He said she does have a great team of volunteers who work hard to make our Lisbon Community Gardens an asset.

Mr. Stevens said they are also planning their second annual Winter Carnival at Beaver Park in January, 2017. They have a variety of events planned including dog sledding, ice sculpting, snow shoeing, and much more. These events will be sponsored by local area businesses. He mentioned they actively work with the PCL, DARE, PTO, the Economic & Community Development Director, Public Works staff and many other organizations, along with local business to get current and new programs off the ground and running. He said they are fortunate to have dozens of volunteer coaches. He reported these mothers, fathers, and grandparents spend an enormous amount of time coaching other people's kids to be good humble winners and respectful losers. Many positive life values are learned on the fields and courts in Lisbon.

## **AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS – NONE**

### **APPOINTMENTS – NONE**

### **COUNCIL COMMUNICATIONS**

Councilor Ward reported he had attended the recent Androscoggin County Budget Committee meeting. The next one is tomorrow night at 6:00 p.m. at the Court House, second floor, in Auburn. The last meeting they covered some of the smaller departments and then revenues.

### **EXECUTIVE SESSION – NONE**

### **ADJOURNMENT**

**VOTE (2016-236)** Councilor Brunelle, seconded by Councilor Crafts moved to adjourn at 7:40 p.m. **Order passed - Vote 5-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved November 1, 2016