



**TOWN COUNCIL
MEETING MINUTES
APRIL 16, 2019**

Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Vacant, District 2, 2019
Fern Larochelle, At Large 2020
Normand Albert, At Large 2021
Kasie Kolbe, District 1 2021
Allen Ward, District 2 2021

CALL TO ORDER. The Chairman, Normand Albert, 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 Larochelle. Also present were Diane Barnes, Town Manager; Tracey Steuber, Economic Development Director; Lydia Colston, Finance Director; Randy Cyr, Public Works Director; and approximately six citizens in the audience.

GOOD NEWS & RECOGNITION

PROCLAMATION FOR NATIONAL COMMUNITY DEVELOPMENT WEEK

VOTE (2019-76) Councilor Albert, seconded by Councilor Larochelle moved to adopt the following Proclamation:

WHEREAS, the Community Development Block Grant (CDBG) program is a partnership of federal, state, and local government, as well as private sector, non-profit, and community efforts; and

WHEREAS, the Community Development Block Grant program has become the foundation of virtually all community and economic development occurring across the nation; and

WHEREAS, the Community Development Block Grant program's primary objective is the development of viable urban communities, by providing decent housing, suitable living environments, and expanded economic opportunities, principally for low and moderate income persons; and

WHEREAS, a week recognizing national community development will encourage the Town Council, non-profit organizations, and community residents throughout the Town to reaffirm the significance and diversity of their local community development program efforts toward meeting the need of persons of low and moderate income; and

WHEREAS, since 1983, the Town of Lisbon has received a total of \$3,654,546.00 in Community Development Block Grant Funds with \$770,000.00 awarded in the past five years; and

WHEREAS, the following activities have been funded: Housing Rehab, Planning Study for downtown, Career Service Center, Business Façade Improvements, Sidewalk Improvements for downtown and village areas; and

NOW, THEREFORE BE IT RESOLVED, that the Town Council designates the week of April 22-26, 2019 as **National Community Development Week** in support of these valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

Order passed - Vote 6-0.

PUBLIC HEARINGS

A. VICTUALER'S LICENSE FOR GRAZI TO GO

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

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

The Town Clerk recommended Consent Agenda Item “*F. Annual Renewal Mobile Home Park Licenses*” be removed from the Consent Agenda. One park was not able to complete the Assessing requirement that they provide an updated list of mobile home owners by April 1.

VOTE (2019-77A) Councilor Larochelle, seconded by Councilor Albert moved to remove Agenda Item F from the consent agenda. **Order passed - Vote 6-0.**

The Town Clerk said the Town & Country Park’s current license expires on April 30 and they plan to have their list ready by the end of April. The recommendation is to make a motion to approve all as listed, except the park not in compliance.

VOTE (2019-77B) Councilor Albert, seconded by Councilor Larochelle moved to approve the following Mobile Home Park License Renewals:

Beaudoin Mobile Home Park
Brookwood Court
Colonial Gardens, Inc.
Davis Street Park
Gendron’s Mobile
Grimmel’s Mobile Home Park
Avery Street Park
Sabattus Creek - Greg Morse
Ridge Mobile Home Park
St. Ann’s Mobile Home Park
Worumbo Estates
Worumbo Park
Whispering Pines

Order passed – Vote 6-0.

VOTE (2019-77C) Councilor Kolbe, seconded by Councilor Albert moved to approve the following:

- A. Municipal Accounts Payable & Payroll Warrants -
 - #442019 \$ 17,593.31 #482019\$ 3,111.36
 - #4102019 \$ 10,997.58 #4162019 \$ 247,450.27
- B. School Accounts Payable & Payroll Warrants -
 - #1914 \$ 83,580.24
- C. Workshop Minutes for March 26, 2019 and Regular Minutes for April 2, 2019
- D. Set School Budget/School CIP Public Hearing for May 7, 2019
- E. Victualer’s License for Grazi To Go

Order passed – Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**SET UP RESERVE ACCOUNT FOR “MTM SENIOR PROGRAMS”**

INTRODUCTION: Mrs. Barnes recommended the Council start a reserve account for the MTM Senior Program by designating The Moxie Car Show net revenues after expenses and by accepting donations.

COUNCILOR COMMENTS: Councilor Ward said he wanted to be sure the motion specified that the new MTM Senior Program Reserve Account be used for van repairs. Mrs. Barnes said yes, and pointed out the funds for the recent van replacement came from the same revenues, from the Moxie Car show.

VOTE (2019-78) Councilor Ward, seconded by Councilor Kolbe moved to authorize the Town Manager to establish a reserve account known as “MTM Senior Programs” and fund it annually with net revenues after expenses from the Moxie Car Show and donations, which is to fund MTM van repairs. **Order passed - Vote 6-0.**

SOLICIT BIDS FOR FUEL

INTRODUCTION: Mrs. Barnes requested permission to solicit sealed bids on the supply of fuel oil, propane, diesel, and gasoline from October 1, 2019 thru September 30, 2020 for applicable Town buildings.

VOTE (2019-79) Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Town Manager to solicit fuel and to enter into a contract for the best pricing. **Order passed - Vote 6-0.**

RHR SMITH AUDIT ENGAGEMENT LETTER FISCAL YEAR 2019

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 comprise the basic financial statements of the Town of Lisbon for the fiscal year ending June 30, 2019.

Town	\$9,850
School Department	\$9,717
Sewer Department	\$2,550

VOTE (2019-80) Councilor Ward, seconded by Councilor Brunelle moved to authorize the Town Manager to sign the engagement letter with RHR Smith for the annual audit. **Order passed – Vote 6-0.**

QUIT-CLAIM DEED/WRITE-OFF TAXES 8 WHISPERING PINES

INTRODUCTION: After speaking with the Mobile Home Park owner, the Park owner plans on removing the tax acquired trailer from the premises at their own expense. They feel the cost to remove/demolish the trailer is going to be more than the taxes owed on the property. We agree due to the condition of the trailer. The Assessor recently inspected the trailer and deemed it uninhabitable.

VOTE (2019-81) Councilor Albert, seconded by Councilor Kolbe moved to authorize the Town Manager to issue a Quit-Claim deed and write-off taxes in the amount of \$509.68. **Order passed - Vote 6-0.**

PUBLIC WORKS BID PROJECTS

INTRODUCTION: Mr. Cyr requested permission to advertise the following projects for bid.

1. Paving RFP - As a result of the FY 2019 funding shortfall for paving projects, we request permission to develop an RFP for paving projects for FY 2020 based on an anticipated budgeted amount of \$262,000. The RFP will clearly state that bids will be awarded contingent on final budget adoption.
2. Road Striping - We are requesting permission to advertise the annual center line and edge line road striping.

3. Road Salt - Each year AVCOG advertises a joint purchase of Road Salt and Liquid Calcium/Magnesium Chloride RFP. We are requesting permission to have our estimated 3000 tons of salt included as part of this process.

COUNCILOR COMMENTS: Mr. Cyr recommended purchasing a four-lift system for \$36,000 to work on school busses and fire trucks. He indicated the school department pays around \$140,000 per year for bus maintenance. He said the town should be able to do this and bill them, so instead of paying \$120.00 an hour they would pay far less. Councilor Ward said this is clearly an example of “its one basket of goods.” Mr. Cyr indicated he had one employee who would be able to get certified to do these inspections.

Councilor Larochelle asked for more information. He said he would hate to see the town get into this and then lose an individual; this could all go backwards real fast. He said it has been difficult to keep up with our own maintenance on vehicles. He encouraged Mr. Cyr to make sure that our stuff is up to date first. Councilor Brunelle pointed out the lift would be used anyway, whether they do bus maintenance or not.

Mr. Cyr said his people have been working diligently and are catching up fast and that they will be maintaining the fire trucks much better annually as well. He recommended instituting a point-of-service system to track repairs, time spent, etc., and said that he cannot do it without the tools though. Councilor Ward reported MUNIS has a point-of-service system, although the town may not have purchased that module, it is available through MUNIS.

Councilor Albert said employees would like this idea and learning new stuff. He encouraged staff development.

Councilor Ward asked Mr. Cyr to look into using liquid calcium since we have the equipment to use it now.

PAVING DISCUSSION

Mr. Cyr said he wanted to discuss with the Council the possibility of obtaining permission somehow to negotiate the paving contract for a certain price so that Lisbon is not last on the contractor's paving list this year. Councilor Ward said the Council would be determining what to budget prior to budget adoption. Council Albert said if the Council were to agree on a figure ahead of time, then Mr. Cyr could negotiate with the contractor a determined price approved later by the Council. Mrs. Barnes recommended the Council agree on a budget number as soon as possible.

Councilor Albert reported the budgeted figure is \$475,000 and asked Council members if there were any objections to that number. No objections were noted. Councilor Albert recommended Mr. Cyr use that figure to work with right now.

VOTE (2019-82) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Public Works Director to solicit bids for the above Public Works projects. **Order passed - Vote 6-0.**

2018 CDBG DOWNTOWN REVITALIZATION GRANT LISBON VILLAGE STREETScape PROJECT BID AWARD

INTRODUCTION: Ms. Steuber reported that on April 3, 2019, bids were opened for the Lisbon Village Streetscape Improvements project. Lisbon received the following three bids:

CONTRACTOR	LOCATION	BASE BID	ALTERNATE BID
L.P. Poirier & Sons Inc.	Lewiston, ME	\$184,865.00	\$62,467.00
J. Pratt Construction	Hebron, ME	\$201,180.76	\$72,989.30
Ray Labbe & Sons Inc.	Brunswick, ME	\$225,715.76	\$85,580.87

The overall budget for this work is \$300,000. If both the base bid and alternate are awarded, the contract award will be \$247,332. With engineering, administrative, legal, and contingency considered, there should be sufficient funds to award both the base bid and alternate scope of work. Please note that there was a mathematical error on this bid so that the total on the base bid was incorrect. The bid tabulation and the figures above reflect the correct bid amounts.

COUNCILOR COMMENTS: Councilor Ward asked what the contingency was for this project. Ms. Steuber reported 10%. Mrs. Barnes mentioned Randy Cyr would be the steward and that Mr. Douglass would also be involved. Graziano Square should be completed in 90 days and will co-inside with the Village Streetscape Project.

VOTE (2019-83) Councilor Larochelle, seconded by Councilor Kolbe moved to award the contract to L.P. Poirier in the amount of \$247,332 for the base bid and alternate. **Order passed - Vote 6-0.**

WARRANT FOR SPECIAL MUNICIPAL & SCHOOL BUDGET REFERENDUM ELECTION FOR JUNE 11, 2019

VOTE (2019-84) Councilor Ward, seconded by Councilor Brunelle moved to approve the warrant for the School Budget Referendum & Special Municipal Election for June 11, 2019. **Order passed - Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Ward said he had nothing to report.
3. LDC: Councilor Larochelle said they held a good meeting and discussed the Graziano Square project. He reported they are talking about downtown parking in Lisbon Falls and are looking for ways to improve congestion. Mrs. Barnes said she is waiting to talk with Mrs. Bauer. She mentioned the park on Booker Street would also become parking.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said he had nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported paving and grinding projects connected with the sewer project will start April 29 and be completed by May 1. They will be working on Andrea Street April 22 and finish with Osborn Street the end of July.

C. DEPARTMENT HEADS WRITTEN REPORTS

Councilor Ward asked that Mrs. Barnes have Mrs. Colston, prior to her departure, prepare a paragraph or so highlighting our financials for the Council to review. He also thanked Mrs. Colston for all she has accomplished here for Lisbon.

Councilor Larochelle reported Lisbon is cranking on new single family homes being built in town. He said growth is still happening.

Councilor Ward mentioned Chief Hagan's new camera program that captures information from homeowner's security cameras for the Police Department - its neighbors helping neighbors.

APPOINTMENTS

WARDEN FOR JUNE 11, 2019 ELECTION

VOTE (2019-85) Councilor Larochelle, seconded by Councilor Kolbe, moved to appoint Rick Roberts as Warden for the June 11, 2019 Election. **Order passed - Vote 6-0.**

COUNCILOR COMMUNICATIONS

Councilor Larochelle commented on how busy it looks downtown on a Friday night with individuals on the sidewalks visiting Flux or Franks restaurants. He said it is so nice to see cars parked on the streets. It visually makes individuals stop to notice that Lisbon is making things happen. Ms. Steuber said downtown is 100% occupied, but there are openings on Union Street. She mentioned she had two ribbon cutting ceremonies this Saturday.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2019-86) Councilor Kolbe, seconded by Councilor Lunt moved to adjourn at 8:02 PM.
Order passed - Vote 6-0.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: May 7, 2019