



**TOWN COUNCIL
MEETING MINUTES
JULY 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, Brunelle, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager; and approximately __ citizens in the audience.

VOTE (2019-149A) Councilor Albert, seconded by Councilor Larochelle moved to excused Councilor Kolbe's absence. **Order passed – Vote 5-0.**

GOOD NEWS & RECOGNITION

Councilor Albert commended the Recreation Department, specifically Mr. Stevens, Ms. Baumer, and the staff at the Police, Fire, and Public Works Departments, along with others who volunteered and contributed to this year's very successful Moxie Festival. He said he was so proud to be a part of this community. He announced, "Great work everyone."

Councilor Ward said he echoed that comment and recommended the committee get together to decompress and put in writing what went well and/or not well. There were a few items to address, such as the why the State of Maine Department of Health Engineering had not receive their list of food vendors this year so next year we can be on top of that. Councilor Larochelle said it went well and everyone had a few challenges to overcome, but it was so nice to hear about all of the good things happening.

PUBLIC HEARING

**A. EASTCRAFT INTINERANT / MASS GATHERING PERMIT
FOR MAIN STREET BLOCK PARTY**

The Chairman opened the public hearing. Maggie Oliver, the owner of Eastcraft presented details on her application to hold a birthday party on Main Street for her 5-year anniversary in business. She said she plans to have five to eight art vendors and music. She indicated Ross Cunningham from Positive Change Lisbon offered their assistance. She indicated all the neighboring businesses were supportive when she contacted them. She mentioned that it will take more time to organize so she would like to come back to the Council with the date for the downtown block party. She requested Main Street be block off from Union to Route 196 on a Saturday night from 4PM to 9PM. She said there was no interest from Flux or Franks for a beer garden at this time, however, they may be interested in obtaining permission to rope off their sidewalk area to sell alcohol.

Ms. Oliver said she was looking to see if Council was okay with closing Main Street for her Birthday/Anniversary celebration sometime closer to October 5. She said all of the businesses downtown was welcome to participate. It should be a fund event for Main Street.

Councilor Albert said he was glad to hear that she was thinking about holding such an event in October, which would make a nice Segway into another local fall event. Ms. Oliver said a lot of the downtown businesses are closed anyway in the evening, but she would be flexible on the date if that needed to change.

Ashley Dupris said she grew up in Lisbon, moved away but came back to raise her family here. She said she loves to take her family to local events and loves the idea of having more things like this downtown. She said events like this make great opportunities for encouraging other businesses to locate or relocate to our Main Street.

Ross Cunningham reported that he has done many events like this and that he was willing to help. He said he loved the October timeframe and that he fully supports this event.

Councilor Ward suggested she come back to the Council in September with a date and additional information. Mr. Cyr said his department could provide the usual assistance with blocking off downtown and electricity for the band. Chief Hagan said he had no concerns and would be able to provide an officer that night.

Councilor Larochelle asked about parking. Ms. Oliver said the municipal parking lot should be fine along with the side streets in the area. She indicated she could give that some more thought. Councilor Larochelle asked about a rain date. Ms. Oliver said she would also give that some thought as well. Councilor Larochelle asked about event insurance. Ms. Oliver said she would look into that.

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2019-149B) Councilor Ward, seconded by Councilor Albert moved to remove Item D Itinerant Vendor/Mass Gathering Permit and Street Closure for Main Street from the Consent Agenda. **Order passed - Vote 5-0.**

VOTE (2019-149C) Councilor Ward, seconded by Councilor Albert moved to place Item D Itinerant Vendor/Mass Gathering Permit and Street Closure for Main Street on a future agenda. **Order passed - Vote 5-0.**

VOTE (2019-149D) Councilor Ward, seconded by Councilor Albert moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#6262019	\$8,883.08	#62819YE2	\$272,220.10
#MOXIE19	\$18,618.62	#7122019	\$20,384.00
#732019	\$16,815.03	#7112019	\$18,285.38
# 71619OYE	\$32,400.98	# 7162019	\$618,339.37
#190718	\$215,433.07	#1907W2	\$19,516.04
#190703	\$198,371.92	#1907W1	\$20,162.89
#1907ER	\$784.84		

B. School Accounts Payable & Payroll Warrants -

#1	\$2,482.14	#1000	\$274,429.22
#1001	\$12,386.48	#1002	\$18,791.96
#1071	\$325,601.09	#1922	\$19,411.92
#2000	\$332,179.08		

C. Minutes of June 25, 2019

Order passed – Vote 5-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AUTHORIZATION TO SOLICIT BIDS FOR A
SKID STEER W/BUCKET ATTACHMENT

INTRODUCTION: Randy Cyr requested Council approval to solicit bids for one (1) Skid Steer with Bucket Attachment. The desired equipment will be utilized by the Public Works Department for both on and off road work, to include operation in and around the Public Works Shop year round.

Mr. Cyr said successful bidders would need to meet all specified criteria for this machine and be chosen based on the town's budgetary principles and operational needs. The criteria to be used in reviewing bids for awarding the contract will include price and ability to meet or exceed technical requirements as well as based on standard equipment and delivery of said machine. He indicated the town shall have the right to select the most qualified bidder based on the evaluation of criteria within the Request for Bid. The funding for this purchase was designated through the unassigned fund balance.

COUNCILOR COMMENTS: The Council discussed the street sweeper. Councilor Larochelle said this Skid Steer with bucket attachment is a high maintenance piece of equipment and recommended the town get rid of the street sweeper if this is purchased since this equipment will do the same thing. Mr. Cyr said the street sweeper has been repaired and is good working order so they plan to get back to street sweeping now that the Moxie Festival is over. Councilor Ward asked that Mr. Cyr see what Auctions International will give the town for the street sweeper. Councilor Brunelle agreed to shop it and see what we can get for it.

VOTE (2019-150) Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Public Works Director to solicit bids for a Skid Steer W/ Bucket Attachment, and approved trading or selling the street sweeper. **Order passed – Vote 5-0.**

AUTHORIZATION TO SOLICIT BIDS FOR POLICE CRUISERS

INTRODUCTION: Chief Hagan requested Council permission to solicit bids for two (2) new Ford Interceptor SUV's that were approved in the current budget. He intends to send bid requests to the following dealerships:

- Casco Bay Ford (Yarmouth)
- Rowe Ford (Auburn)
- Quirk Ford (Augusta)

In addition, he requested the Town of Lisbon consider whether they wish to join a group called the Plymouth County Commissioners Municipal Bid Cooperative in Plymouth Mass. He indicated he spoke with a representative of this group, who works at the Plymouth County Commissioners Office, and the Town of Lisbon can become a member for an annual fee of \$200. This fee would allow any municipal department in Lisbon the opportunity to purchase vehicles at less-expensive rates due to the mass buying power of the cooperative. It was reported to him, that cost savings could be in the \$700 to \$2,000 range per vehicle. If the Town chooses to join this group, the police department would be contacting the Colonial Municipal Group, in Plymouth Mass., for the bid request.

COUNCILOR COMMENTS: Councilor Ward said Lewiston has used Plymouth County Commissioners Municipal Bid Cooperative in Plymouth Massachusetts before and it was worth it. Councilor Ward recommended soliciting bids to the whole list and if they choose to bid or not bid, that is okay. Councilor Ward suggested checking with Auctions International to liquidate them. He said Lewiston was getting \$3,500 to \$4,000 for theirs so the town should compare letting them go with a trade or selling them on our own.

VOTE (2019-151) Councilor Brunelle, seconded by Councilor Albert moved to authorize the Police Chief to solicit requests for (2) new Ford Interceptor SUV's as explained above and to join Plymouth County Commissioners Municipal Bid Cooperative and to not bound a trade so the town can sell the old ones on our own. **Order passed – Vote 5-0.**

GRAZIANO PARK EXCAVATION BID AWARD

INTRODUCTION: Mrs. Barnes said Mr. Douglass solicited bids for the excavation, drainage, walkway, and retaining wall at Graziano Park. The following bids were received:

L.P. Poirier & Son, Inc.	\$40,661.00
Copp Excavating, Inc.	\$46,800.00

Glen Dube Excavation \$65,300.00

Mrs. Barnes said based on the estimates provided and the time frame for the project, that Mr. Douglass recommends using L. P. Poirier & Son, Inc. for the job. This contractor is currently on-site doing the sidewalk improvements. She said they also allowed Mr. Poirier to use the park area for staging. She reported because of that arrangement, he was able to control the sidewalk job better and has shown his thankfulness by providing us with a low estimate and a schedule that will work for us. The funds for this project will come from the Rt. 196/Davis Street reserve account and the Downtown TIF reserve.

VOTE (2019-152) Councilor Brunelle, seconded by Councilor Larochelle moved to award the bid to L.P. Poirier & Son, Inc. in the amount of \$40,661.00. **Order passed - Vote 5-0.**

BALLOT FOR DISTRICT 4 ANDROSCOGGIN COUNTY BUDGET COMMITTEE MEMBER

INTRODUCTION: Mrs. Barnes reported the Municipal Officers must vote as a board for two Budget Committee Members to serve on the Androscoggin County Budget Committee to represent District 4. At least one candidate must be a municipal official.

VOTE (2019-153) Councilor Larochelle, seconded by Councilor Albert moved to cast a ballot for Councilors Allen Ward and Mark Lunt. **Order passed – Vote 5-0.**

COMPREHENSIVE PLAN ADOPTION

INTRODUCTION: Ben Smith said the Town of Lisbon submitted a draft Comprehensive Plan update to MPAP in early March. The Plan was reviewed by several departments and comments were forwarded from four agencies. The Town submitted a set of proposed map revisions that addressed various concerns that had been raised by the reviewing agencies. With these revisions, the Department found the Town of Lisbon's Comprehensive Plan as revised to be complete and consistent with Maine's Growth Management Act.

Mr. Smith said the Planning Board held its public hearing, unanimously approved the updated Comprehensive Plan on Thursday, June 27, and voted to send the Comprehensive Plan Update to the Town Council for its final adoption.

VOTE (2019-154) Councilor Ward, seconded by Councilor Albert moved to adopt the 2019 Comprehensive Plan as presented (see attached). **Order passed - Vote 5-0.**

USE OF UNASSIGNED FUND BALANCE

INTRODUCTION: Below is a list of items that Council assigned from unassigned fund balance on June 25, 2019. Due to the unexpended balances in department budgets at Fiscal year end, I am recommending that Council re-designate the following back into undesignated fund balance:

Carried Expenses:

Clerk Professional Services (Clerk Records Restoration)	\$10,000.00
Police Health (\$22,000)	\$22,000.00
PW Dept. Head (Plow Truck)	\$ 5,000.00
Solid Waste Trash Removal (Plow Truck)	\$ 5,000.00
Recreation Temp/Seasonal Wages (\$20,000)	\$20,000.00
 Town Clerk Records Restoration	 \$10,000.00
Police Department Cruiser Reserve	\$22,000.00
Public Works: Wheeler Truck/Dump Body/Snow Attachments	\$10,000.00
Recreation Dept. Truck	<u>\$20,000.00</u>
Total	\$62,000.00

VOTE (2019-155) Councilor Larochelle, seconded by Councilor Brunelle moved to authorize the Town Manager to Re-designate \$62,000.00 back to the unassigned fund balance. **Order passed - Vote 5-0.**

CARRY FORWARDS

VOTE (2019-156) Councilor Larochelle, seconded by Councilor Brunelle moved to adopt Order 2019-156 authorizing the carry forward and lapse of accounts and balances as of June 30, 2019 as follows:

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON AS FOLLOWS:

That the Town Council authorizes the **carry forward** of the following accounts and balances as of June 30, 2019:
That the Town Council authorizes the following accounts to **lapse** into undesignated fund balance:

General Ledger Accounts: 2018-2019 balances either credit or debit to be carried:

	<u>GL Accounts to be Carried</u>	
12020000-29202	Wellness Grant	-178.89
12020000-29290	Accrued Comp. Absences Reserve	-50,000.00
12020000-29352	Thanksgiving	-314.32
12020000-29503	MDOT Match	-128,429.66
12020000-29900	Blake Cemetery	-383.58
12022000-29104	Condemned Bldg.-725 Lisbon Street	3,359.00
12022000-29105	Condemned Bldg-428 Ridge Road	4,637.36
12022000-29106	Condemned Bldg-430 Ridge Road	6,555.62
12022000-29107	Legal-1 Higgins St.	599.39
12022500-29250	Clerk Book Restoration	115.00
12024000-29002	Assessing Contracted Svs.	-8,903.98
12051500-29500	Town Buildings	-70,556.47
12026500-29261	Munis Reserve	-54,327.53
12051500-29510	Generator Pad	7,755.10
13031000-29350	Giving Tree	-1,804.23
13031000-29351	Heating Assistance	-644.25
14040500-29401	State Drug Forfeiture	-6,255.54
14040500-29403	Federal Drug Forfeiture	-6,786.04
14040500-29411	2016 OUI Grant	1,150.28
14040500-29413	Speed Detail Grant	-711.96
14040500-29414	2017 HSGP Grant	4,182.38
14040500-29415	2018 CIOT	32.88
14040500-29417	2018 Distracted Driving	-417.81
14040500-29418	2018 Impaired Driving	254.46
14040500-29450	Fire Truck Capital Reserve	-237,144.69
14041500-29451	Fire Department Donation	-2,061.79
14041500-29453	Fire Department Equipment Reserve	-10,521.59
14041500-29454	Jr. Firefighters Reserve	-1,882.66
14045000-29201	ACO Carry Forward	-21,325.67
15050500-29502	RT 196/Davis Street	-47,330.35
16060500-29600	Library Summer Reading Grant	-3,086.98
16060500-29601	Library Adult Programs	-859.00
16060500-29610	Library Patrick Memorial	-1,284.02
16060500-26911	Library ESmith Memorial	-1,000.00
16060500-29612	Lawrence Baron Memorial	-705.00
16060500-29613	Huston Memorial	-665.00
16060500-29614	Spear Memorial	-235.00
16061500-29650	Playground Donations	-1,876.31
65052500-50750	Sewer Carry Forward	-190,000.00
	<u>Expense Accounts to be Carried</u>	

12020500-50108	Elected Off. Prof. Dev.	-684.00
12022500-50455	Clerk Prof. Svs	-10,000.00
12025500-50221	HRA	-7000.00
14040500-50220	Police Health	-37,000.00
14041500-50104	Fire Wages	-2,000.00
15050500-50770	PW Infrastructure	-194,041.56
15050500-50102	Dept. Head	-5,000.00
15050500-50104	PW Wages	-32,000.00
15050500-50220	PW Health	-50,000.00
15052000-50556	Trash Removal	-5000.00
15052000-50368	Hauling	-2,100.00
16061500-50101	Non Supervisory	-13,000.00
16061500-50130	Temporary	-7,000.00
65052500-50750	WWTP Improvements	-190,000.00
	<u>Lapse Into Unassigned Fund Balance</u>	
12020000-10241	Tax Lien Costs	-1,667.38
12022000-29100	Union Street Legal	293.65
12022000-29101	Congress Street Legal	78.40
12022000-29102	Zaymore Street Legal	69.08
12022000-29103	273 Lisbon Street Legal	33.47
16061500-29505	Rec Van Purchase	4,856.31
12020000-12000	Allowance for Uncollectable	22,187.61

Order passed - Vote 5-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report.
2. Planning: Councilor Ward said they approved a daycare and are still working on access management.
3. LDC: Councilor Larochelle said his group met at the Worumbo site to do a walk around. He said cars used the site for additional parking on Moxie Day and it was awesome to see how well the lot held 60 to 80 cars, all lined up in rows of ten with enough spaces to get in and out.
4. Conservation Commission: Councilor Ward said they were moving forward with the Garbage to Gardens grant. They are working with the state on the educational piece right now.
5. Recreation: Councilor Albert reported the summer programs are all in full swing and they are doing what they do well.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said the Summer Reading program is going well and with a good turnout.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the taxes will be committed by August 1 or 2nd. She indicated excise revenue exceeded our projections by \$100,000. She said Revenue Sharing had exceeded our budget as well. She mentioned she would be out a few days this week to attend the Annual Health Trust meeting.

Mrs. Barnes announced MDOT sent an email informing the town that the Route 125 project had been delayed to 2022, which is even later than what ATRC had just reported. The Council discussed the timeframe for use the referendum funds approved. Councilor Ward indicated the town should see what it could accomplish in the meantime; at the level we are contributing, we are still only able to do so much.

C. DEPARTMENT HEADS WRITTEN REPORTS – NO COMMENTS

**D. NOMINATION PAPERS FOR THE NOVEMBER 2019
ANNUAL MUNICIPAL ELECTION**

The Town Clerk announced that the following Council, School, & Water Members individual's terms expire this November:

Town Councilor at Large (3 year term): Chris Brunelle
Town Councilor District 1 now at Large 1 (3 year term): Mark Lunt
Town Councilor District 2 now at Large (3 year term): Currently Vacant
School Committee Member (3 year term): Traci Austin & Paula Jefferies
Water Commission Member (3 year term): James Lemieux

The Town Clerk said nomination papers are available starting on July 28, 2019 at 8:30 AM and must be returned to the Town Clerk's office for filing on or before September 6, 2019 at 4:30 PM.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Larochelle requested a Moxie Festival follow up discussion with the Recreation Department and/or/Committee. Mr. Cyr mentioned that the department heads plan, as a committee, to get together to put down their thoughts on paper to help improve their role for next year's festival. Councilor Albert said the planning process for the 2020 Moxie Festival starts with where to make improvements and/or the generation of new ideas. Councilor Ward asked that the Moxie Festival Financial report be ready for the Council's August meeting so everyone can see how we faired. Councilor Larochelle said he would like to see their recommendations as well.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Mr. Fellows said the Planning Board's Moxie Booth was a huge success. He asked that they be given general festival information next time because many stopped by just for that type of information. Councilor Larochelle said the largest percentage of attendees were from out of town, all over the United States, and Maine.

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2019-157) Councilor Larochelle, seconded by Councilor Lunt moved to adjourn at 8:29 PM.
Order passed - Vote 5-0.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: August 13, 2019