



**TOWN COUNCIL
SPECIAL
MEETING MINUTES
JUNE 27, 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, Crafts, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Marc Hagan, Police Chief; Tracey Steuber, Economic & Community Development; Ryan Leighton, Public Works Director; Donald Fellows, Planning Board Chairman; Former Councilor, Roger Bickford representing the Rails to Trails; and approximately 10 citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Crawford announced that Main Street had been paved, at least part of it.

PUBLIC HEARING - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2017-164) Councilor Kolbe, seconded by Councilor Lunt moved to approve Accounts Payable & Payroll Warrants #152 for \$9,563.05 and #153 for \$15,620.14. **Order passed – Vote 7-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

**ORDER 2017-165 SET PUBLIC HEARING DATE FOR JULY 18, 2017
FOR 10 UNION STREET – DANGEROUS BUILDING**

VOTE (2017-165) Councilor Albert, seconded by Councilor Kolbe moved to set the public hearing date on July 18, 2017 for 10 Union Street regarding the dangerous building in accordance with MRSA Title 17 subchapter 4 of 91. **Order passed - Vote 7-0.**

**ORDER 2017-166 SET PUBLIC HEARING DATE FOR AUGUST 1, 2017
FOR 10 CONGRESS STREET - DANGEROUS BUILDING**

VOTE (2017-166) Councilor Kolbe, seconded by Councilor Crawford moved to set the public hearing date on August 1, 2017 for 10 Congress Street regarding the dangerous building in accordance with MRSA Title 17 subchapter 4 of 91. **Order passed - Vote 7-0.**

**ADOPT 2017-2018 MUNICIPAL, TREATMENT PLANT BUDGETS,
& CAPITAL IMPROVEMENT PLAN**

2017-2018 MUNICIPAL BUDGET RESOLUTION

VOTE (2017-167A) Councilor Albert, seconded by Councilor Crawford moved to adopt the 2017-2018 municipal budget totaling \$ **\$ 8,812,169** as follows:

BE IT HEREBY RESOLVED BY The Town Council Of The Town Of Lisbon As Follows:

For General Government (Department 01)

Line 5100 for Personnel Services	\$ 899,761
Line 5200 for Contractual Services	\$ 473,418
Line 5300 for R/M & Operating Supplies	\$ 128,000
Line 5400 for Capital Purchases	\$ <u>40,000</u>
Total for the General Government Budget	\$ 1,541,179

For Public Safety (Department 02)

Line 5100 for Personnel Services	\$ 2,033,520
Line 5200 for Contractual Services	\$ 44,566
Line 5300 for R/M & Operating Supplies	\$ 116,416
Line 5400 for Capital Purchases	\$ <u>137,400</u>
Total for the Public Safety Budget	\$ 2,331,902

For Public Works (Department 03)

Line 5100 for Personnel Services	\$ 1,022,921
Line 5200 for Contractual Services	\$ 826,942
Line 5300 for R/M & Operating Supplies	\$ 366,350
Line 5400 for Capital Purchases	\$ <u>460,000</u>
Total for the Public Works Budget	\$ 2,676,213

For Public Services (Department 04)

Line 5100 for Personnel Services	\$ 622,167
Line 5200 for Contractual Services	\$ 72,210
Line 5300 for R/M & Operating Supplies	\$ <u>200,186</u>
Total for the Public Services Budget	\$ 894,560

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

Line 5100 for Personnel Services	\$ 92,778
Line 5200 for Contractual Services	\$ 686,926
Line 5300 for R/M & Operating Supplies	\$ 2,550
Line 5400 for Capital Purchases	\$ 214,492
Line 5500 for Lease Purchases	\$ <u>371,569</u>
Total for the General Assistance County Tax, Economic Development, Abatements, Debt Service & Bonds	\$ 1,368,315

**Roll Call Vote: Yeas - Councilors Albert, Kolbe, Crawford, Lunt, Ward, Crafts, and Brunelle. Nays - None.
Order Passed - Vote 7-0.**

BUDGET EXPENDITURES & ESTIMATED REVENUE RESOLUTION

VOTE (2017-167B) Councilor Albert, seconded by Councilor Kolbe 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, 2017 and ending on June 30, 2018 be and hereby is adopted with a total expenditure of **\$ 8,812,169** balanced with a total of **\$ 3,072,998** 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*). **Order passed - Vote 7-0.**

SET DUE DATE FOR TAXES AND INTEREST

VOTE (2017-167C) Councilor Kolbe, seconded by Councilor Crawford moved to adopt the following:

BE IT ORDERED:

That 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, 2017 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, 2017. All taxes assessed as above and committed to the Collector shall be due on July 1, 2017. That having set the date on which the first installment of taxes shall become due, to wit July 1, 2017, any taxes remaining unpaid after September 18, 2016 shall bear interest from September 19, 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, 2017, any taxes remaining unpaid after March 15, 2018 shall bear interest from March 16, 2018 at a rate of 7% per annum, said interest to be added to and become a part of said taxes and to fix the rate of interest paid for overpayments at 3% per annum. **Order passed - Vote 7-0.**

APPLY TAXES TO OLDEST UNPAID TAX BILL

VOTE (2017-167D) Councilor Kolbe, seconded by Councilor Crawford moved to adopt the following:

BE IT ORDERED:

We, the Municipal Officers of the Town of Lisbon, Maine, upon request of Diane Barnes, Tax Collector/ Treasurer, of said Town, hereby authorize and direct said Tax Collector and Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill. However, no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer. **Order passed - Vote 7-0.**

COLLECTION OF TAXES IN ADVANCE

VOTE (2017-167E) Councilor Kolbe, seconded by Councilor Crawford 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 the 2019 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. **Order passed - Vote 7-0.**

ACCEPT STATE FUNDS

VOTE (2017-167F) Councilor Kolbe, seconded by Councilor Lunt moved to adopt the following:

BE IT ORDERED:

That the following categories of State funds be accepted during the fiscal year beginning July 1, 2017 and ending June 30, 2018:

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

Order passed - Vote 7-0.

SEWER BUDGET

VOTE (2017-167G) Councilor Kolbe, seconded by Councilor Lunt 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, 2017 and ending on June 30, 2018 be and hereby is adopted with a total expenditure of \$ 1,100,427 balanced with a total of \$ 1,107,340 in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit A. (*See 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:

\$ 6.00 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. **Order passed - Vote 7-0.**

TAX CLUB POLICY

VOTE (2017-167H) Councilor Kolbe, seconded by Councilor Albert moved that the Tax Club policy which was adopted in November of 2014 is approved as presented (See attached). **Order passed - Vote 7-0.**

CAPITAL IMPROVEMENT PLAN

VOTE (2017-167H) Councilor Kolbe, seconded by Councilor Crawford moved that the Capital Improvement Plan for the Town of Lisbon for the fiscal year commencing on July 1, 2017 and ending on June 30, 2018 be and hereby is adopted as presented and attached to this Resolution as Exhibit C. **Order passed - Vote 7-0.**

BULLETPROOF VEST PARTNERSHIP 2017 APPLICATION

INTRODUCTION: Chief Hagan requested permission to apply for, accept, and initiate use of the U.S. Department of Justice Bulletproof Vest Partnership (BVP) Grant.

The Bulletproof Vest Partnership Program has been in effect since 1999. This program allows federal funds to be used towards 50% of the total purchase price of law enforcement vests, which generally range in cost from \$700 to \$1,000. The Police Department has used, and would continue to use, forfeited assets to cover the Town of Lisbon's 50% match. The most recent BVP grant is expiring as of August, and has expended a total of \$8,538 in grant funds, of which \$4,269 was covered through Lisbon's forfeited assets fund.

The BVP grant, if accepted, would be in place for the next three years. The Police Department will be requesting roughly \$8,000 in funding over the 3 years, which would place the Town's financial commitment at \$4,000, if the total were expended. It is difficult to place an exact amount needed in this situation, as vests are measured to fit individual officers and there is no way of knowing what the turnover could be within this agency. I can state however that forfeited assets has, and will be kept at a level, to cover the Town of Lisbon's financial commitment.

VOTE (2017-168) Councilor Brunelle, seconded by Councilor Kolbe moved to authorize the Police Chief to apply for, accept, initiate use of the U.S. Department of Justice Bulletproof Vest Partnership Grant, and to expend the Town's 50% match from the forfeited assets fund in an amount not to exceed \$4,000.00. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert – nothing to report.
2. Planning: Councilor Ward - nothing to report.
3. Water Commission: Councilor Crawford - nothing to report.
4. LDC: Councilor Albert - nothing to report.
5. Conservation Commission: Councilor Lunt - nothing to report.
6. Recreation: Councilor Kolbe reported the playground will be going up this Saturday and that volunteers are welcome. They start at 7:00 AM.
7. County Budget: Councilor Ward - nothing to report.
8. Library: Councilor Lunt - nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes indicated she had nothing to report, as well.

C. ATV TRAILS DISCUSSION

Roger Bickford asked for Council support to adopt the plan the trail groups have to connect Bowdoin and Topsham through the Borough Road. He reported there would be limited use of roads, maybe three or four will be involved like Scottsdale, Huston, and Hinkley to access McDonalds so far. He said they are contemplating Capital Avenue for access to the rails to trails project later, but not right now. He mentioned Mr. Leighton had reviewed the map showing the best alternative route for these groups. He suggested the Council create an ordinance, hold a public hearing, and approve it and then this wouldn't go into effect until next summer. He suggested the access be granted from June 1st to October 31st for 15 MPH. He recommended the ordinance specify that 16 to 18 years of age must have a driver's license to ride without a parent. A gentleman in the audience offered his land for a park and ride near the Summer Street to Edgcombe trail.

Councilor Ward said he agreed to the concept of a plan that could be a year out. Councilor Lunt said he would like to look at the map. Councilor Albert said he had no problem with it conceptually. Chief Hagan said he had no big issue with it since there is plenty of time to look into it and talk to the game wardens. Councilor Ward said there is plenty of time to work out the details.

AUDIENCE PARTICIPATION FOR NEW ITEMS

Ms. Steuber reported this year is the Moxie Festivals 35th anniversary and work is underway for a successful event. She asked the Council to consider not allowing residents on Main and School Streets to sell merchandise on Moxie day because it competes with the vendors who paid a fee to participate in the festival. She said these residents are not part of the festival and would not fall under our insurance.

Councilor Crawford said he would not be in favor of that. Councilor Crafts said he couldn't get behind that. Councilor Ward indicated the class of 2019 is looking for some weekend to hold one and that he couldn't support this for that reason. Councilor Albert said he would need to know how many yard/merchandise sales permits we issue last year at that time, including the unregistered ones, before moving ahead if this has to be done, but at this point he indicated he was not comfortable with it. Councilor Lunt suggested for a compromise that those in this area get permitted for that weekend at least.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Ward said he would like to recognize Dan Nezol for his 38 years of service on the Planning Board.

EXECUTIVE SESSION

VOTE (2017-169) Councilor Albert, seconded by Councilor Crawford moved to go into Executive Session at 7:37 PM per 1 MRSA Section 405 (6) (A) Personal Matters. **Order passed – Vote 7-0.**

The Council came out of executive session at 7:55 PM and the meeting resumed.

VOTE (2017-169A) Councilor Crafts, seconded by Councilor Crawford moved to authorize the Town Manager to accept the resignation of David Judd from employment under the terms outlined by the Town Manager. **Order passed - Vote 7-0.**

ADJOURNMENT

VOTE (2017-170) Councilor Albert, seconded by Councilor Crafts moved to adjourn at 7:55 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: July 18, 2017