



**TOWN COUNCIL  
MEETING MINUTES  
DECEMBER 17, 2019**

Jeffrey Ganong 2022  
Mark Lunt 2022  
Donald Fellows 2022  
Fern Larochelle 2020  
Normand Albert, Vice Chair 2021  
Kasie Kolbe 2021  
Allen Ward, Chair 2021

**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, Lunt, Fellows and Larochelle. Councilor Ganong was absent. Also present were Diane Barnes, Town Manager; Steve Aievoli, WWTP Superintendent; Randy Cyr, Public Works Director; Bill Alexander, Water Superintendent; and approximately 30 citizens in the audience.

**VOTE (2019-229A)** Councilor Larochelle, seconded by Councilor Albert moved to excuse Councilor Ganong's absence. Order passed – Vote 6-0

**GOOD NEWS & RECOGNITION**

**PROCLAMATION FOR LISBON HIGH SCHOOL FOOTBALL TEAM**

**VOTE (2019-229B)** Councilor Kolbe, seconded by Councilor Larochelle moved to adopt the following Proclamation:

- WHEREAS,** The Lisbon High School Football Team has made the community of Lisbon proud through their accomplishments in claiming Lisbon's 11th Class D State Championship Title.
- WHEREAS,** Lisbon, went into this season thinking they would be in the mix in the post-Wells Class D South, but they faded into the background as a 2-2 start coincided with fast starts by rivals Winthrop, Monmouth, Hall-Dale, and Spruce Mountain.
- WHEREAS,** In their playoff journey, Lisbon played with a purpose in the second half of the season to win its first state championship since 2006. The Greyhounds defeated rival Bucksport on Saturday in Portland, scoring 28- 8 at the Fitzpatrick Stadium.
- WHEREAS,** The success of these student athletes was based on continual improvement encouraged by Coach Kates as they become an extremely well-rounded team emerging with consistent scoring and bringing home the 2019 State Championship trophy.

**NOW THEREFORE,** We the Town Council of the Town of Lisbon, on this 17th day of December 2019, would like to congratulate these students for their outstanding achievements. Well Done!

**Order passed – Vote 6-0.**

**PUBLIC HEARINGS**

- A. JUNKYARD PERMIT FOR HUSTON'S AUTO SALVAGE  
&  
B. JUNKYARD PERMIT FOR CAMPBELL'S USED AUTO PARTS

The Chair opened these public hearings. There were no comments. The Chair closed these public hearings.

*Item Taken Out Of Order*

## EXECUTIVE SESSION

The Chair requested Council move into executive session per 1 MRSA Section 404 (6) (A) Personnel Matters.

**VOTE (2019-246)** Councilor Albert, seconded by Councilor Larochelle moved to go into Executive Session at 7:07 PM per 1 MRSA Section 405 (6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session at 7:20 PM and the meeting resumed.

## PUBLIC HEARINGS - CONTINUED

### C. CHAPTER 2, ART V, DIVISION 2 FINANCE COMMITTEE SECTIONS 505 TO 509

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

### D. CHAPTER 46, ARTICLE V, SECTION 46-133 & 134 ACCESS MANAGEMENT

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

### E. SPECIAL ENTERTAINMENT PERMIT FOR THE COOMBS MOUNTFORT AMERICAN LEGION POST 158 &

### F. SPECIAL ENTERTAINMENT PERMIT FOR THE SLOVAK CATHOLIC ASSOCIATION

The Chair opened these public hearings. There were no comments. The Chairman closed these public hearings.

## AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE

## CONSENT AGENDA

**VOTE (2019-230)** Councilor Larochelle, seconded by Councilor Albert moved to approve the following:

#### A. Municipal Accounts Payable & Payroll Warrants -

#12112019	\$ 5,676.54	#12172019	\$ 115,954.00
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#### B. School Accounts Payable & Payroll Warrants -

#19	\$ 586.42	#1035	\$ 335,496.14
#1036	\$ 13,071.13	#1037	\$ 374,125.86
#1038	\$ 87,073.12	#2010	\$ 250,752.93
#1040	\$ 7,117.41	#1041	\$ 66.24
#1042	\$ 3,809.10		

#### C. Minutes of December 10, 2019

#### D. Renewal Automobile Graveyard Permits for Campbell's Used Auto parts and Huston's Auto Salvage

#### E. Renewal Special Entertainment Permits & Liquor Licenses for Coombs Mountfort and the Slovak Catholic Association

#### F. PSAP Agreement

#### G. Set a Public Hearing on January 21 for a Medical Marijuana Establishment License for Lisbon Cannabis Company, and a

#### H. CMP Pole Permit for Pole # 3.1 on Avery Street

**Order passed – Vote 6-0**

Councilor Albert asked the Manager to have the Police Chief notify the Council when the PSAP fees increase to the point that it tips the scale to an unhealthy level.

**COUNCIL ORDERS, RESOLUTIONS & ORDINANCES****WAIVER OF FORECLOSURE**

**INTRODUCTION:** Mrs. Barnes as Treasurer recommended that Council waive foreclosure of the following properties to avoid acquiring property that may be burdensome, for example run-down or dilapidated. She said an automatic foreclosure can be waived by a vote of the municipality's legislative body, giving the Treasurer the authority to record a waiver of foreclosure in the Registry of Deeds (36 MRSA § 944) MMA Tax Lien.

#4571	Derek Corliss	7 Marc Drive
#3177	Amanda Dyer	10 Whispering Pines
#4518	Miller Industries, Inc.	18 Mill Street
#4519	Miller Industries, Inc.	19 Mill Street
#4520	Miller Industries, Inc.	15 Mill Street
#4521	Miller Industries, Inc.	11 Upland Street
#4524	Miller Industries, Inc.	10 Mill Street
#1424	Charles Cox	18 Lisbon Street

Mrs. Barnes reported the Miller Industries property should be investigated before foreclosing since these appear to be abandoned properties that could be contaminated.

**VOTE (2019-231)** Councilor Lunt, seconded by Councilor Larochelle moved to authorize the Treasurer to record a waiver of foreclosure in the Registry of Deeds for the above listed properties. **Order passed – Vote 6-0.**

ADOPT CHAPTER 2, ARTICLE V,  
DIVISION 2, FINANCE COMMITTEE SECTIONS 505 TO 509  
*Second Reading*

**VOTE (2019-232)** Councilor Larochelle, seconded by Councilor Albert moved to adopt the following:

CHAPTER 2 – ADMINISTRATION ...

ARTICLE V. – BOARDS AND COMMISSIONS ...

Division 2. – Finance Committee

Section 2-505 *Purpose.* The purpose of this policy is to establish the composition and responsibilities of the Town's Finance Committee.

Section 2-506 *Members.* The Finance Committee shall be an adhoc committee of the Town Council. The Committee shall be comprised of five residents appointed by the Town Council. There shall be one School Committee Liaison, and one Town Council Liaison with no voting privileges. The Lisbon Finance Director and School Business Manager shall attend all meetings. The Town Manager and School Superintendent shall attend when necessary. Members shall be appointed annually in June prior to July 1st. Members shall serve three year staggered terms, concurrent with the July 1st to June 30th fiscal year. At its first meeting, the Committee shall select its chair and vice chair. Members must attend ½ of the meetings per year to remain in good standing.

Section 2-507 *Meetings.* The Committee shall meet at least once per month. The meeting dates shall be established by a majority of the committee at the Committee's first meeting. The Committee chair shall call additional meetings as the Chair deems necessary. The Committee shall give public notice of its meetings in

accordance with Maine's Freedom of Access Act (FOAA) and rules established by the Town Council. A majority of the members appointed to the Committee shall constitute a quorum. A majority of concurring votes shall be necessary to constitute an action on any matter. The Finance Committee may adopt rules of procedure, consistent with this policy, to enable it to perform its functions.

The Committee shall have the following duties:

- A. Review and make recommendations to the Town Council on the municipal and school annual operating budgets presented;
- B. Review and make recommendations on annual capital expenditure as presented by the Town Manager and Finance Director;
- C. Review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Town Manager;
- D. Encourage and participate in long-range financial planning;
- E. Review as requested by the Town Manager and School Superintendent, requests for proposals for the purchase of municipal and school goods or services;
- F. In consultation with the Town's administration, review and make recommendations on policies and/or procedures relating to the financial affairs of the Town;
- G. Review annual audit findings as presented by Auditor;
- H. Review monthly budget to actual statements as prepared by the Finance Department;
- I. Participate and make recommendations on the Capital Improvement Plan;
- J. Make recommendations on Referendum Questions for a ballot, and
- K. Make such other recommendations on fiscal matters and/or projects as it may from time to time be deemed advisable by Town Council or School Committee.

Section 2-508 *Conflict of Interest*. Members of the Finance Committee shall adhere to the conflict of interest policy established by the Town Council.

Section 2-509 *Administration*. The Finance Director shall be responsible to provide for the administration of the affairs of the Finance Committee, including preparing agendas and minutes, handling correspondence, and maintaining all official records. The Finance Director shall file adopted minutes in the Town Clerk's office.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe and Fellows. Nays – None. Order passed – Vote 6-0.**

## CHAPTER 46, ARTICLE V, SECTIONS 46-133 & 134 ACCESS MANAGEMENT

### *Second Reading*

**VOTE (2019-233)** Councilor Larochelle, seconded by Councilor Albert moved to adopt the following Amendments:

### Chapter 46 – Streets, Sidewalks, and Other Public Spaces

### Article V. Entrances Onto Public Ways

#### **Sec. 46-133. - Approval criteria.**

- (a) The director of public works shall issue a permit for the construction of an entrance onto a public way if all of the following criteria are met.

(1) *Traffic safety.* The entrance shall be located such that adequate sight distance is maintained for entering and turning traffic, that adequate separation distance is maintained between the proposed entrance and existing entrances on either side, and that the entrance geometry is consistent with good engineering practice.

a. Any entrance onto Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), or Upland Road must also comply with Sec. 46-134, Access Management, as approved through the Code Enforcement Office.

(2) *Drainage.* The entrance shall be constructed such that the existing flow of stormwater from and along the public way is not impeded and such that the entrance does not contribute additional stormwater flow to the traveled portion of the public way. Culverts required beneath the entrance shall be sized to accommodate the expected flow from a 25-year storm, but in no case smaller than 15 inches in diameter, and shall be installed in accordance with good construction practices. Reused culverts may be permitted by the director of public works at his sole discretion.

(3) *Geometry.* The entrance shall be designed such that the grade within 50 feet of the public way shall not exceed ten percent nor be less than 0.5 percent. If the entrance is onto a paved surface and the entrance grade exceeds five percent, it shall be paved within the limits of the right-of-way. The entrance shall not intersect the traveled way at a horizontal angle less than 75 degrees.

(4) *Construction.* If the entrance is a part of a road or way intended to be accepted by the town, it shall comply in all respects with article III of this chapter and with sections 66-147—66-200 of chapter 66. All that portion of any entrance which lies within the limits of the right-of-way shall be constructed with a minimum base course of 18 inches of base gravel meeting DOT specification 703.06.

(b) Sidewalks which must be traversed shall be restored to a condition equal to or better than the condition immediately adjacent to the entrance. If granite curbing is removed, removed stone shall remain property of the town. Tip-downs of a material identical to the adjacent curbing shall be installed on both sides of the entrance. Asphalt or concrete paving shall be saw cut, and new material shall be butted against a bonded vertical surface. Brick pavers shall be removed and reset in a continuous pattern and on a base to match the adjacent sidewalk.

(T.M. of 5-17-1997, art. 37, § 13-403)

## **Sec. 46-134. - Access management.**

### **1. General provisions.**

1.1. *Applicability .* These standards apply to all new public and private accesses, the alteration of existing access, and for changes in use on lots of record as of September 6, 2011, onto the following public roads:

- ~~Lisbon Street (State Route 196)~~
- ~~Main Street, north of Huston Street (State Route 125)~~
- ~~Mill Street~~
- ~~Ridge Road (State Route 9)~~
- ~~Upland Road~~



~~These standards also apply to the alteration of existing driveways onto said roadways, and to changes in use on the property serviced by such driveways.~~

A. Highway Sections. These roads and road sections will be classified as Highway Sections for purposes of these standards:

- Lisbon Street, from the Lewiston town line to Moody Road and from River Road to Blethen Street
- Main Street, north of Huston Street
- Mill Street
- Ridge Road
- Upland Road

B. Village Sections

- Lisbon Street, from Moody Road to River Road and from Blethen Street to the Topsham town line

- 1.2. *Purpose* . The purpose of the access management standards is to manage access onto regulated roads in a manner that protects the safety of access and road users, protects the road system from the negative impacts of drainage, preserves mobility and economic productivity related to roadway transportation, and avoids the long-term cost of constructing new roadway capacity.
- 1.3. *Administration* . The access management standards will be administered by the planning board, the Code Enforcement Officer and the public works director with assistance from the town engineer, as needed. Upon approval from the Code Enforcement Officer or Planning Board that the standards of this Section are met, the applicant shall qualify for a driveway entrance permit from the Town of Lisbon. The code enforcement officer is responsible for determining if a proposed development requires approval from the planning board and/or the public works director.
- 1.4. *Definitions* :

*Access* . A public or private point of entry or exit from land adjacent to a public road used by motor vehicles as defined in 29-A M.R.S.A., Chapter 1, § 101. For purposes of the standards in this section, Access shall generally refer to all Driveways, Entrances, roads, or other Access Points that provide public or private access, except where Driveway or Entrance is identified separately as having distinct standards.

*Access point.* The intersection of an existing or proposed access with the public right-of-way.

*Alteration.* A significant physical change to an access existing on or after ~~the effective date of this section~~September 6, 2011, including significant changes to location, width, cross-section, grade, or drainage characteristics of the access. Paving a gravel access will not be considered an "alteration" unless accompanied by other such changes.

*Applicant* . The person applying for the permit. Normally, this will be the owner of the property but can be another party provided that person (or organization) can demonstrate that he/she has right, title or interest in the property.

*Change in use.* A change in land use or intensity of activity occurring on the property accessed by the ~~driveway~~Driveway that will result as a result of either the conversion of a building or parcel of land from a single-family or two-family dwelling to a three or more-family use, the conversion from a residential use to nonresidential use, or a change from one type of nonresidential use to any other type of nonresidential use that increases the traffic levels in and out of the property. ~~By way of example, the change from retail to office or retail to a restaurant, from farming to a nonresidential use, or from residential to industrial use. A change in ownership alone is not a change in use.~~

*Corner clearance.* The minimum distance, measured parallel to a highway, between the nearest curb, pavement or shoulder line of an intersecting public way and the nearest edge of a ~~driveway~~Driveway or Entrance excluding its radii.

~~Driveway.~~Driveway. ~~Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons. A type of vehicular access that serves one of the following land uses: residential (up to three dwelling units), home-based occupations, forest management activities, farming, low impact industrial (eg substation), generating less than 50 vehicles trips per day. Driveways may consist of surface material such as mineral soil, gravel, asphalt or other natural or man-made material constructed or created by repeated passage of on-road vehicles. See also the definition of Entrance.~~

~~Driveway~~Driveway width. The distance across the ~~driveway~~Driveway, excluding radii, measured parallel to the highway.

Entrance: A type of vehicular access that serves one of the following land uses: residential (serving four or more dwelling units), housing developments, commercial, industrial, retail, office, or service business including department store, strip mall convenience store, gas station, auto repair shop, restaurant, or similar use, generating more than 50 vehicle trips per day. See also the definition of Driveway.

Header . A header is a piece of curbing between two terminal ends.

Impervious surfaces. The footprint of buildings, pavement, gravel, or other low-permeability or compacted surfaces, not including natural or man-made water bodies.

Lot(s) of record. A lot or lots for which the deed was legally recorded on or before the effective date of the ordinance from which this section was derived or which was created by a plan legally recorded in the Androscoggin County Registry of Deeds on or before September 6, 2011.

Passenger car equivalent. The number of passenger cars displaced by a single heavy vehicle of a particular type under specified roadway, traffic, and control conditions.

Peak flow. The greatest rate of flow in a drainage way, measured as volume per unit of time, resulting from storms of up a to 50-year event.

Posted speed. The speed limit set and maintained by the Maine Department of Transportation, or limited by statute as defined in 29 M.R.S.A., Chapter 19, § 2024.

Private road. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

~~Regulated road~~ . Every road that is regulated by these access management standards, including Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), and Upland Road.

~~Private road~~. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

Separator strip. A separator strip is a strip of land that separates the roadway from the throat or parking area of a ~~driveway~~Driveway.

~~Sight distance~~. ~~The sight distance required to allow a vehicle entering the roadway to reach 85% of the posted speed without being overtaken by a vehicle traveling at the posted speed and approaching the entering vehicle from behind. The length of roadway visible to a driver. Sight distance is measured from the perspective of a hypothetical person seated in a vehicle from three vantage points: (1) sitting in the access viewing vehicles traveling on the roadway (both left and right), (2) traveling on the roadway viewing a vehicle sitting in an access, and (3) traveling on the roadway viewing a vehicle turning into the access (both ahead and behind). In case of discrepancy between these measurements, the lesser measurement will be used to determine whether the sight distance standard is met. Sight distance is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.~~

Terminal end. A terminal end is the end section of a run of curb that is sloped to aid the design vehicle in turning into the ~~driveway~~Driveway or to meet Americans with Disabilities Act of 1990, 42 U.S.C. § 1213 et seq., requirements.

Throat . The throat is a portion of a ~~driveway~~Access used to store vehicles waiting to exit from the ~~driveway~~Driveway.

## 2. Technical standards. ~~Driveways~~ Accesses must comply with the following standards:

2.1. Sight distance. The sight distance for ~~driveways~~Accesses must meet or exceed the distances listed in Table 2. ~~Sight distance is measured in accordance with its definition. Sight distance in each direction is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.~~



Table 2—Sight Distance	
Posted Speed (MPH)	Sight Distance (Feet)
25	250
30	305
35	380
40	580
45	710
50	840
55	990

2.2. *Spacing between ~~driveway~~Accesses.* New ~~driveway~~Accesses must be separated from other existing or proposed ~~driveway~~Accesses, including those located across the roadway and those serving the same lot, in accordance with the minimum spacing standards set forth in Table 3. ~~Driveway~~Access spacing is measured from edge of proposed ~~driveway~~Access to edge of ~~driveway~~Access, excluding radii. ~~Driveway~~Accesses located directly across the roadway from the proposed ~~driveway~~Access are not counted in applying the spacing standard.

Table 3—Minimum <del>Driveway</del> Access Spacing Standards	
Posted Speed (MPH)	<del>Driveway</del> Access Separation (Feet)
25	70
35	85
40	175
45	265
50	350
55	525

2.3. ~~Access~~~~Driveway~~ width. Driveways and Entrances must be designed in accordance with the MaineDOT Standard Details.

A. Driveway width must be between 12 and 20 feet.

B. Entrance width.

1. If 30% or less of the traffic projected to use the proposed ~~e~~Entrance will be larger vehicles, the width of a two-way ~~Entrance driveway~~Driveway within the road right-of-way must be between 22 and 30 feet inclusive.

2. If more than 30% of the traffic projected to use the proposed Entrance will be larger vehicles, the width of a two-way Entrance within the road right-of-way must be between 30 and 42 feet inclusive. ~~Driveways must be designed in accordance with the MaineDOT Standard Details. The driveway width will be the minimum necessary to accommodate the design vehicle.~~

2.4. *Corner clearance.* The minimum corner clearance for Accesses onto the roadway must be as follows, except that the town may require increased corner clearance if the town reasonably determines that the proposed Driveway or Entrance will significantly impact public safety or cause a reduction in posted speed:



A. Highway Sections: 150 feet, ~~except that the town may require increased corner clearance if the town reasonably determines that the proposed driveway will significantly impact public safety or cause a reduction in posted speed.~~

B. Village Sections: 50 ~~75~~ feet

2.5. *Shared ~~driveways~~ Accesses*. Whenever possible, property owners should seek opportunities for shared ~~Accesses~~ driveways.

2.6. *Number of ~~driveway~~ Accesses*. Lots will be limited to one two-way Access ~~driveway or two one-way driveways on regulated roads.~~

~~2.7. *One way driveway requirements*. If a one way system is proposed and the predominant traffic volume is truck traffic, the driveway will be configured on the minimum angle that permits the truck to enter or leave the roadway safely and smoothly. Otherwise, all driveways must be configured perpendicular to the roadway for at least the length of the design vehicle.~~

~~A physical separation of curbing, ditching, grass or other landscaping must be used for one way driveways and must be designed and constructed to prevent adjacent one way driveways from becoming one entrance in practice. Both portions of a one way driveway on a single lot must be separated from another one way driveway by at least 12 feet. Both portions of a one way driveway abutting a sidewalk must have a minimum separation of at least 18 feet and allow for 7 foot terminal ends and at least a 4 foot header in between.~~

~~A one way entrance abutting a curbed, non-sidewalk section must have a minimum separation of at least 12 feet and allow for two 4 foot terminal ends separated by at least a 4 foot header.~~

2.8. *Intersection angle/radius of edge*. To the maximum extent practical, the entrance must be constructed perpendicular to the highway at the ~~a~~ Access ~~p~~ Point. Except where curbing exists or is proposed, the minimum radius on the edges of a ~~n~~ Access ~~driveway~~ must be sufficient to allow the design vehicle to enter the Access ~~driveway~~ without encroaching into the path of existing vehicles in accordance with the MaineDOT Standard Details included in Appendix B. ~~Driveway~~ Accesses designed for right turns only must be designed to the greatest extent possible to prohibit illegal traffic movements.

2.9. *Throat length*. The throat must be of sufficient length to prevent incoming vehicles from queuing back into the roadway. Access from the throat to parking or other areas is prohibited.

2.10. ~~Driveway~~ *Separator strips*. ~~Access~~ Driveway separator strips must be installed between the parking area and the roadway and along the throat. The separator strip must extend away from the roadway to the greater of (1) 5 feet from the right-of-way limits, or (2) in areas where the right-of-way limits are defined by wrought portion, 7 feet from the edge of a clearly evident shoulder. The property owner must maintain any vegetation within the separator strip such that it does not interfere with the sight distance at the Access ~~driveway~~. In areas where sidewalks exist, curbing or wheel stops must be provided to prevent parking vehicles from interfering with pedestrian flow.

2.11. ~~Paving of driveway~~. The Access ~~driveway~~, including all radii, must be paved from the edge of pavement of the roadway to the road right-of-way or to the length of the design vehicle, whichever is greater.

2.12. *On-street parking*. Parking must meet the requirements of Town of Lisbon Code Chapter 70, Article VI, Division 3, Off-Street Parking and Loading.

2.13. *Turnaround area/parking*. ~~Accesses~~ Driveways will be designed such that all maneuvering and parking of any vehicles will take place outside of the road right-of-way and such that vehicles may exit the premises without backing onto the roadway or roadway shoulder. All ~~driveway~~ Accesses must have a turnaround area with a width of at least 8 feet and a length of at least 15 feet or the length of the design vehicle, whichever is greater.

2.14. *Loading dock requirements*. Loading docks or other delivery areas must not be located within the road right-of-way and must be situated so that delivery vehicles do not encroach on the road right-of-way. All delivery vehicles must maneuver entirely on-site.

2.15. *Double frontage lots*. ~~Access~~ Driveways for lots with double frontage on regulated roads and another public way will be restricted to the other public way, unless the planning board determines that queuing of traffic using an Access ~~driveway~~ off the other public way would interfere with traffic on the regulated road due to insufficient lot frontage along the other public way.

2.16. *Traffic signal restriction*. No proposed ~~Access~~driveway will be permitted on a regulated road if the proposed ~~Access~~driveway serves a development that warrants installation of a traffic signal.

2.17. *Mobility enhancement measures*. The ~~p~~Planning ~~B~~oard may require applicants to provide for improvement of the existing safety or mobility levels through enhancement measures if the ~~p~~Planning ~~B~~oard determines, based upon accepted traffic engineering principles, that the proposed ~~Access~~driveway will significantly impact public safety or cause a reduction in posted speed.

Mobility enhancement measures include:

- A. Elimination, combination or modification of existing ~~driveway~~Accesses;
- B. Development of frontage, backage or other service roads within the corridor to provide alternate ~~access~~Access Points to existing ~~driveway~~lots.

2.18. ~~Mitigation~~Off-site Improvements. If ~~the Planning Board reasonably determines that off-site improvements within the public right-of-way are required to safely accommodate a proposed Access~~driveway or that an altered Access will ~~has been granted a waiver and the planning board reasonably determines, based upon accepted traffic engineering principles, that the proposed driveway will significantly have an~~ impact public safety or cause a reduction in posted speed, the ~~p~~Planning ~~b~~Board may require mitigation of traffic impacts from a proposed ~~driveway~~Access. In making such determinations, the ~~p~~Planning ~~b~~Board may consider existing developments planned or reasonably expected on the parcel of land owned or controlled by the applicant.

If mitigation is required, applicants will be required to employ and, in some instances maintain, one or more of the mitigation techniques listed below.

- ~~A. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase an easement on an adjacent lot for purposes of developing a shared entrance.~~
- ~~B. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase easements across one or more lots for purposes of developing a frontage road for driveways serving subdivisions or commercial or industrial uses or parks.~~
- ~~C~~A. Acceleration and/or deceleration lanes.
- ~~D~~B. Medians, jug handles or turnarounds.

When mitigation measures are required, the town may require the applicant, prior to construction, to submit a performance and payment bond or certified check payable to the Town of Lisbon, in an amount and form that complies with Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. In addition, the town may require that notice of conditions applicable to the ~~driveway~~Access be recorded in the Androscoggin County Registry of Deeds.

2.19. *Drainage standards*.

- A. *Culvert size*. The diameter of culverts within the road right-of-way will be determined by either the public works director or the MaineDOT, as appropriate.
- B. *Construction and maintenance standards*. ~~Accesses~~Driveways, on-site ditches, swales, pipes and other structures that direct runoff toward ditches or drainage systems on regulated roads must be constructed, crowned, stabilized and maintained with stable materials and appropriate erosion control measures such as permanent vegetation or stone.
- C. *Mitigation*. If the proposed development poses a significant drainage risk, then the applicant must mitigate the impacts of increases in peak flow from storms into the roadway drainage system through measures specified by the public works director or MaineDOT. Mitigation measures may include on-site controls, off-site improvements, or payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. A "significant drainage risk" exists (a) when the applicant proposes a fixed connection to a closed drainage structure owned by the town or MaineDOT, or (b) when the public works director determines, using acceptable engineering and hydrologic principles, that: (i) the proposed ~~driveway~~Driveway or Entrance has a grade of 10% or greater for a length

of 150 feet or more draining toward the roadway, (ii) the proposed development has more than 10,000 square feet of impervious surface draining toward the roadway, or (iii) the proposed development will substantially contribute to the failure of a downstream public facility. The applicant owner is responsible for all on-site and off-site mitigation expenses.

D. *Retail fueling station requirements* . Applicants with ~~Accesses~~driveways for use by retail fueling stations must demonstrate that in the event of a spill, deposit of contaminants in the right-of-way will be contained.

3. *Waivers* . ~~Driveway~~Access -standards may be relaxed or waived by the ~~p~~Planning ~~b~~Board only as provided in this section. The burden is on the applicant to show that requested waivers will meet the criteria below.

~~3.1. Standards that may not be waived . The sight distance standards, corner clearance standards, paving of driveway requirement, on-street parking standards, loading dock requirements, and turnaround area/parking standards.~~

~~3.1.2. Standards that may be waived . All other standards may be waived in accordance with the provisions of this section.~~

~~3.3.1.~~ *Criteria for granting waivers* . Waiver requests will only be granted if the applicant demonstrates, to the satisfaction of the town, that: (i) the waiver will not significantly detract from public safety, (ii) the proposed driveway~~Access~~ meets the standards to the maximum extent practicable, and (iii) there is no feasible alternative.

A. In determining that the waiver will not significantly detract from public safety, the town must consider such factors as crash rates, traffic volumes, road geometrics, types and frequency of traffic moving to and from existing uses within 1,000 feet of the proposed driveway~~Access~~.

B. In determining practicability and feasibility, the town will consider the availability and cost of alternative driveway~~Access~~ locations and designs in relation to the proposed use.

C. In cases involving alterations or changes of use of existing accesses, the town may grant waiver requests if it determines the alteration will likely result in a net gain to public safety or will result in a reduction in the driveway~~Access~~'s non-conformity with this section.

D. In cases involving double frontage lots, the town will consider the length of frontage on the regulated road, the intensity of traffic generated by the proposed use, the geography along the frontage of the other public way, and the distance to the other public way.

~~3.2.4.~~ *Spacing standards waiver* . The spacing standards in Table 3 of this section may be waived only to the extent that lots of record existing as of September 6, 2011, that do not have access to another public way and do not have sufficient lot frontage to meet these spacing standards, may be allowed access if the applicant meets the following criteria, in addition to the above-referenced waiver criteria:

A. The applicant meets the criteria of granting waivers set forth in this section.

B. The proposed ~~access~~-Access is located in an area designated for growth in the town's comprehensive plan.

C. The proposed ~~A~~access will not have an unreasonable adverse impact on the regulated road such that the speed limit must be reduced to accommodate new traffic expected to be generated.

(C.M. of 8-16-2011, V. 2011-154)

#### Sec. 70-536. - Dimensional requirements.

District	Minimum Road Frontage
Resource Protection	200'
Limited Residential <sup>1</sup>	Single family 100' Duplex 150' 100'

General Residential	Single family 100' Multi-family 50' per DU Other Uses 100'
Limited Rural Residential	200'
Rural Open Space I	Single family 300' Multi-family Up to 4 DU 300' Five + DU 300' + 75' per DU over four Other Uses 300'
Rural Open Space II	See Sec. 70-361(2)a
Rural Residential	Single family 200' Multi-family Up to 4 DU 200' Five + DU 200' + 50' per DU over four 200'
Village	50'
Commercial	200'
Industrial	200'
Diversified Development	Nonresidential 100' Residential 50' 50'
Aquifer Protection Overlay <sup>11</sup>	

## NOTES:

- 1 Minimum lot sizes of 10,000 square feet in subdivisions approved during the period June 29, 1971, through March 10, 1975, under the previous ordinance, shall remain valid.
- 2 Up to two dwelling units.
- 3 Setbacks for high intensive farm use shall conform with performance standards in article VI of this chapter.
- 4 Without public water and sanitary sewer, 20,000 square feet or large enough to provide adequate on-site sewage disposal, depending on soil type and amount of water.
- 5 Front setback, the lesser of ten feet or the established uniform setback. The established uniform setback is the average of the setbacks of the structures on the two parcels to the left and the two parcels to the right of the subject parcel. Undeveloped parcels among these four shall be included in the calculation using a ten-foot setback.
- 6 Side setback for fireproof buildings, common walls permitted.
- 7 The ratio of impervious surface to total lot area shall not exceed 30 percent; except that where a stormwater management plan indicates no net stormwater runoff increase, a ratio in excess of 30 percent but not more than 60 percent may be authorized by the permitting authority.
- 8 Side setback, ten feet except where buffers are required in accordance with subsection (3).
- 9 Rear setback, 20 feet except where buffers are required in accordance with subsection (3).
- 10 Maximum lot coverage ratio, 0.60 (requires stormwater management plan if lot coverage ratio is greater than 0.40).
- 11 See section 70-564 for dimensional requirements.

(C.M. of 11-15-2011, V. 2011-208; [C.M. of 2-3-2015, V. 2015-39](#) )

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe and Fellows. Nays – None. Order Passed Vote 6-0.**

## SOLICIT BID FOR WASTE WATER TREATMENT PLANT GENERATOR

**INTRODUCTION:** Mr. Aievoli reported in the Capital Improvement plan for this year, we have a generator listed for the Wastewater Treatment Plant. With approval, We would like to solicit bids for the purchase and installation of a generator with an automatic transfer switch that is capable of running the entire wastewater treatment plant during an outage/emergency. We are still working on the bid-spec so at this time we anticipate advertising in January for a spring installation.

Mr. Aievoli pointed out that the the treatment plant has never had a generator that is capable of running the entire facility during an outage. Currently a portable generator that is used for backup power at the pump stations that do not have an on-site generator is used at the treatment plant. The portable generator is only capable of providing power to the administration building, this so the effluent disinfection system stays operational. The remainder of the treatment plant is without power for the duration of an outage.

Mr. Aievoli indicated one project had been funded through grant funds instead so that carry forward left enough money in the reserve account to fund this generator. The reserve account has approximately \$333,000 in available funds currently. He mentioned our Maine Department of Environmental Protection Discharge Permit requires a backup source and we have been needing one for some time. The anticipated cost will be around \$130,000 to \$140,000. He indicated the generator in mind is diesel with a self-contained fuel capacity.

**VOTE (2019-234)** Councilor Larochele, seconded by Councilor Fellows moved to authorize the Waste Water Treatment Plant Superintendent to solicit bids for a generator to operate the Treatment Plant during a power failure. **Order passed – Vote 6-0.**

## MAINE MUNICIPAL BOND BANK APPLICATION

**INTRODUCTION:** Mrs. Barnes reported voters approved a \$1,500,000 referendum question on November 5, 2019 to bond funds to reconstruct and improve Pinewoods Road. We are requesting permission to submit an application for funding through the Maine Municipal Bond Bank. The application deadline is Wednesday, February 12, 2020. Schedule as follows:

3/18/2020 Application Approval  
4/06/2020 Preliminary Opinions & Loan Agreements Due From Bond Counsel of Each Borrower  
4/20/2020 & 4/21/2020 Maine Municipal Bond Bank Pricing  
4/22/2020 Maine Municipal Bond Bank Sale Meeting  
5/11/2020 Final Documents Due From Bond Counsel  
5/20/2020 Pre-Closing  
5/21/2020 Closing-Bond Proceeds Available

**VOTE (2019-235)** Councilor Larochele, seconded by Councilor Albert moved to authorize the Town Manager and Finance Director to submit an application to the MMBB for a \$1,500,000 bond for the reconstruction and improvements to Pinewoods Road. **Order passed – Vote 6-0.**

## PUBLIC WORKS EQUIPMENT PURCHASE

**INTRODUCTION:** Randy Cyr requested approval to purchase a gravel screen in the amount of \$7,300.00. The current screen is no longer useable and would be too costly to repair. This item was not included in the current budget but can be funded from the remaining balance in the equipment vehicle and rental accounts. He said they received the following quotes for a gravel screen: Damboise Garage for \$7,300, Lindsco Equipment & Fabrication for \$7,800. Mr. Cyr said the funds will come from the rental line and what's left over from the vehicle purchase.

**VOTE (2019-236)** Councilor Larochele, seconded by Councilor Lunt moved to authorize the purchase of a gravel screen for the Public Works Department and fund the equipment with remaining funds in the Public Works Budget. **Order passed – Vote 6-0**

**DEMOLITION OF 428 RIDGE ROAD***Item moved to a future agenda.***OTHER BUSINESS****A. COUNCIL COMMITTEE REPORTS**

1. School: Councilor Albert said he had nothing to report.
2. Planning: Councilor Ward said this board is discussing accessory dwelling units and recently approved Grimmel's expansion project.
3. LDC: Councilor Larochelle said there would be no meeting this month, but on January 8<sup>th</sup> they will be reviewing Ben Smith's Worumbo site options and possibilities.
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 they were done until the fall.
7. Library: Councilor Lunt reported Diane Nadeau promoted Claudia Lemieux to the Adult Services Assistant position so now a part-time position is available for anyone interested.

**B. TOWN MANAGER'S REPORT**

Mrs. Barnes reported the final pass for the MUNIS tax conversion project will be completed and the module will go live the middle of January 2020.

**C. DEPARTMENT HEAD WRITTEN REPORTS**

Councilor Ward said he was impressed with the Economic Development Director's report and that he has already made a lot of business visits along with establishing goals for the year. He said he liked the content, which is exactly what they were looking for. Councilor Fellows said a group made up from PCL, Downtown Businesses, Council (himself), LDC, and the Planning Board went to Skowhegan for a Downtown Development Work Session so Lisbon now qualifies for other grant funding to continue developing our Main Streets. He said there were great conversations, both on the way up and back.

**D. WATER DEPARTMENT UPDATE**

Mr. Alexander said he completed the ISO reporting, which turned out to be similar to the 1993 report. It was a great exercise to see what areas need for fire flow and which areas are lacking. They reported the location for all hydrants with fire ratings, which Androscoggin County wanted as well. He mentioned the need for more line valves for better flushing results. The Council discussed briefly the hydrant issue on Route 9 and Wing Street and the reason for purchasing quality hydrants.

Mr. Alexander reported design-engineering work has begun. They plan to coordinate their work with town projects. He said they are on target to go to bond this spring, which is in the same timeframe the town is going to bond for the Pinewoods Road project. This will be prior to receiving PUC approval, but completely acceptable he said. He mentioned they also need approval from the Maine Drinking Water program. He mentioned after he gets back from vacation he would be working on the RFP for the Master Plan for the Water Department. They need to address dead-end lines and the fire flow needed so that our fire trucks do not have to go back into town to fill their tanks.

Mr. Alexander reported the water tank in Lisbon Falls needs attention. The bolts and rods holding it down need to be repaired and the building on that site needs upgrading. He encouraged residents to call their office if they had any concerns or complaints about their water.

#### E. EMA UPDATE

Mrs. Ward said it was an exciting year to be in emergency management or live in Lisbon. 2019 saw the culmination of what they had termed the "Generator Project." She said the project started over three years ago with the first of three Homeland Security Grant applications. Although the amount varied, over the three years Lisbon had been awarded consecutively the grants that allowed them to move forward with their project. Each year required a separate request, and each year allowed up to three years to use those funds awarded. Working closely with Androscoggin County EMA Director, Town Manager, and School Facilities Coordinator they were able to reach their goal of installing a generator at the Lisbon High School so that the gym can be designated an Emergency Shelter in case of an emergency or disaster. The School Department and local business owners offered invaluable advice, including specifically the folks at Enterprise Electric.

Mrs. Ward said after their third and final request was granted, they launched into the Environmental and Historical Preservation (EHP) paperwork, a detailed report to show there would be no impact due to the construction of the generator pad and the installation of the generator. Once the EHP was approved, they moved forward with construction. The work was completed with help from Public Works, Electrical Systems of Maine (ESM), and with the assistance of Allen Ouellette from the School Department. This generator will now run the electrical system in the new school gym, including heat. It is important to keep up with the needs of our community, especially in case of an emergency.

Mrs. Ward recommended the formation of a committee of committed townspeople and community leaders to strengthen our shelter capabilities to increase our resilience in times of need. She said Lisbon is unique in its opportunity to be resilient in case of a disaster, which is one of the most important factors in re-growth and strength for any town or city across the globe. Emergency responders, public works staff, Town Manager, and Town Office staff are all integral parts of Emergency Management in Lisbon. She said she looked forward to continuing to strengthen our emergency plans and developing our newly created basic shelter over the next several years.

Councilor Larochelle asked who would take the lead on being responsible for maintenance or throwing the switch in an emergency. Mrs. Ward said the next step is to form this committee, prepare an emergency workflow sheet, determine what supplies will be needed, schedule trainings, and whatever else that is needed to complete an emergency shelter. She said the generator has been tested and we know it works. Councilor Albert asked if Mr. Ouellette knew how to start it up. Mrs. Ward said almost all of that ESM does electronically. Councilor Albert said he would like to know what the expectations are and what role we play so we know who will be responsible for flipping the switch and what we do if that does not work as intended. Mrs. Ward offered to create an informational sheet. Mrs. Barnes indicated Mr. Douglass would have that information. Councilor Larochelle said he would like to know who makes the call to determine when it is an emergency requiring the gym open for public use. Mrs. Ward said many factors go into making that decision. Councilor Albert suggested listing these levels and the cost associated with each level. Councilor Lunt thanked Mrs. Ward for the update and for all her hard work on this project.

#### F. FINANCE DIRECTOR UPDATE (BUDGET & AUDIT)

Mrs. Tierney said the Auditors were here from December 9 to December 11. They completed a lot of work and we got a lot of questions answered. She said the rest of their questions would be answered electronically now. The School Department audit is due by December 31 and will not be completed on time. Dr. Green and the Business Manager have filed for an extension to February 8, 2020, which will allow ample time for the auditors to get it done.

Mrs. Tierney said her report showed comparison figures for expenses and revenues as of period 5. She said the percentages through period 5 look to be on target and comparable to the prior fiscal year with very few exceptions. 50% for departments in December appear to be right where they should be. She said the bulk expended for year to date was from general government, then public works and public safety.



Mrs. Tierney said the Journals for July to November are posted and that revenue sharing, taxes, and motor vehicle revenues all look good.

#### G. FIRE DEPARTMENT UPDATE (INSPECTIONS)

Chief LeClair said he would be getting his Fire Inspector Certification soon. He mentioned they purchased new reporting and software back in July and are now logging information electronically. In Lisbon, there is some enforcement rules on inspections in the ordinance, although few, they include Medical Marijuana Establishments, Adult Use Establishments, Pawnbroker Establishments, Conditional Use and Performance Standards for Applicable Uses in the Aquifer Protection Overlay District, and Bottle Clubs.

Chief LeClair said it would be hard to hold anyone accountable here without a fine process. He said violations are passed off to the Code Enforcement Officer, but he has limited time if any to devote to them. He suggested ordinance amendments to better define this process and fines would help with enforcement.

Councilor Fellows recommended getting sample ordinances from the Maine Municipal Association or the State Fire Marshall's office.

Councilor Larochelle said he thought these inspections were going to be done as a courtesy, that some businesses might find it a hardship to bring old buildings up to today's codes. There are building codes for structures already in place that have to be met before Mr. Douglass can issue any occupancy permit. He said inspecting yearly clubs and businesses would be something totally new if it is not complementary. He said he could see additional legal expenses adding up pursuing violation notices. Councilor Albert said the town might be running not walking down this path.

Councilor Fellows said many individuals rely on the town to determine multi-family unit's safety standards and those inspections should be done annually or every three years and with enforcement standards that have teeth. Chief LeClair said multi-family is determined to be three or more units in the building. He said Skowhegan is similar to Lisbon and that they just do multi-family units, although mostly complaint driven inspections take place routinely by their Codes Officer and Fire Chief. Chief LeClair indicated he could do three or four general fire safety inspections a week.

#### H. REVIEW COUNCIL ACHIEVEMENTS

January 1, 2019 to December 4, 2019

During the 2019 calendar year, the Town Council made much progress on our list of goals we set for ourselves for the coming year as well as addressed the items listed below.

- Council adopted and issued the new Comprehensive Plan with the combined efforts of the Planning Board and Town Planner.
- The Moxie Festival administration and organization moved from the Economic Development office to the Parks & Recreation Department. This year's festival was a huge success with the support of the expanded Moxie Committee, community support, and all the department's staff.
- As part of the 2019-2020 budget, the Council authorized the following fund balance allocations to reduce the tax rate.

Town Buildings: Pole Roof Over Entrance	\$ 31,700
Public Works: Skid Steer Purchase	\$ 50,000
Public Works: Wheeler Truck/Dump Body/Attachments	\$210,358
Solid Waste: Trash Trailer 50%	\$ 50,000

- Council amended the land use chart to include Medical Marijuana Establishments upon a conditional use permit by the Planning Board. Council also enacted a medical marijuana licensing ordinance as an emergency measure until a permanent ordinance goes into effect.

- Council held several workshops and budget meetings including one on subject of Solid Waste fees where much community input on the topic was received.
- The Town was successful in obtaining a \$3,750.00 Waste Diversion Grant to help fund the start-up of a composting station. The compost station has been a huge success and participation has far exceeded our expectations.
- The Council adopted or amended the following Ordinances:
  - Licensing of Medical Marijuana Establishments
  - Day Care Changes
  - Solid Waste Transfer & Recycling
- The Town Report was Dedicated to Gina Mason
- Purchased 1 Canal Street (Worumbo Mill Lot).
- Council hosted an Employee Appreciation Day for Employees and their families at Beaver Park.
- 2019 Projects included the following:
  - Emergency Generator project completed (High School Gym-Emergency Shelter)
  - Ordered A new Pumper Fire Truck
  - Completed Lisbon Village Streetscapes project
  - Continued work on Sewer project
  - Underground Fuel Storage Tank-10 year extension
  - Hydraulic Lift Purchase
  - Library Reciprocal Borrowing Program
  - Town Buildings Repairs- Town Hall exterior and Public Works Salt Shed Roof
  - Mill Street Dam Removal
  - Completed Site Work for Grazianos Park

Town Council would like to thank the following business for their combined investment in our Town for their new, relocated, or expanded businesses. If we have forgotten anyone, we apologize.

**New/Relocated Businesses**

Grazi to Go  
Lisbon Cannabis  
Haggerty Realty  
The Rusty Lantern  
BBB Pharmaceutical Alternatives, LLC  
207 Edibles  
State Farm Insurance  
Brewer's Barber Company  
All Around Cleaning  
D.T. Dionne Welding & Fabrication  
Ian McKeage Detailed (Auto Detailing)  
Safe Travels Transportation Service  
Sweet Cakes Bakery

- Council recognized under Good News and Recognition the following over this session:

Lisbon High School Cheerleaders- Class C Southern Regional Championship  
Lisbon Drama Club Class B One Act Play State Champions  
Lisbon High School Baseball Class C State Champions  
Spirit of America Award- Angela Shambarger  
Lisbon High School Football Class D State Champions

- June & November Referendum Questions were approved as follows:

Consolidated Voting Districts-passed  
Pinewoods Road Reconstruction \$1,500,000  
Water Line Infrastructure Improvements \$6,000,000

Council recognized the following Personnel Changes: Retirements: Police Sergeant Harry Moore, Police Sergeant William Tapley, and Anita Marenius.

We said goodbye to Tom Martin, Public Works Director, Lydia Colston, Finance Director, Tracey Steuber, Economic & Community Development Director and welcomed Randy Cyr, Public Works Director, Kayla Tierney, Finance Director, and Brett Richardson, our new Economic & Community Development Director.

We also said goodbye to the following Retirees: James Field, Driver Operator; Bill Tapley, Detective Sargent.; Harry Moore, Sargent; and Anita Marenius, Library Circulation Aid.

## APPOINTMENTS

### ASSESSMENT REVIEW BOARD

**VOTE (2019-238)** Councilor Kolbe, seconded by Councilor Fellows moved to appoint Lisa Ward to a 2-year term on the Assessment Review Board. **Order passed – Vote 6-0**

### LISBON DEVELOPMENT COMMITTEE

**VOTE (2019-239)** Councilor Kolbe, seconded by Councilor Albert moved to appoint Lisa Ward to a 3-year term as a Regular Member, Lori Morris to a 2-year term as an Alternate member, and Brett Richardson with no term limit as the ECD Director on the Lisbon Development Committee. **Order passed – Vote 6-0.**

### RECREATION COMMITTEE

**VOTE (2019-240)** Councilor Fellows, seconded by Councilor Larochelle moved to appoint Cara Elizabeth MacVane as an Alternate Member on the Recreation Committee to 2020. **Order passed – Vote 6-0.**

### BOARD OF APPEALS

**VOTE (2019-241)** Councilor Kolbe, seconded by Councilor Fellows moved to appoint Brittany Couillard a Regular Member on the Board of Appeals to 2022. **Order passed – Vote 6-0.**

### PLANNING BOARD – REGULAR MEMBER

**VOTE (2019-242)** Councilor Fellows, seconded by Councilor Larochelle moved to appoint Lisa Ward as a Regular Member to the Planning Board to 2022. **Order passed – Vote 6-0.**

### PLANNING BOARD – ASSOCIATE MEMBER

*Moved to a future agenda*

### CONSERVATION COMMISSION – REGULAR MEMBER

**VOTE (2019-243)** Councilor Kolbe, seconded by Councilor Larochelle move to appoint Savanna Hagerthy a Regular Member to 2021. **Order passed – Vote 6-0.**

**CBDG DOWNTOWN REVITALIZATION  
& FAÇADE GRANT ADVISORY COMMITTEES ALONG WITH  
THE COMMERCIAL REVOLVING LOAD COMMITTEE**

**VOTE (2019-244)** Councilor Fellows, seconded by Councilor Larochelle moved to appoint Brett Richardson the ECD Director on the CDBG Downtown Revitalization Committee, Façade Grant Advisory Committee and the Commercial Revolving Loan Committee with no term limit. **Order passed – Vote 6-0**

**COUNCIL COMMITTEE ASSIGNMENTS**

Councilor Ward asked councilors to continue to get their wishes for liaisons to him before the next meeting. Councilor Lunt expressed his interest in staying on the Library Board as a liaison.

**COUNCILOR COMMUNICATIONS**

Councilor Fellows said the Council's Working Rules should be ready for the next meeting.

Councilor Ward encouraged Councilors wanting to add any item to the agenda to let the Town Manager's Office/Town Clerk know by the Wednesday prior to any meeting.

Council thanked the Town Clerk's office for the holiday decorations this year. They looked lovely.

**AUDIENCE PARTICIPATION FOR NEW ITEMS**

Chief LeClair said the new fire truck is ahead of schedule and should arrive the end of January or early February.

Mrs. Tierney announced Rebecca Hayslip has filled the Finance Assistant position internally and that there is now a full-time position at the front counter open. Councilor Ward said he was happy to see the internal promotion.

**EXECUTIVE SESSION**

*Item taken up at the beginning of the meeting*

**ADJOURNMENT**

**VOTE (2019-247)** Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:13 PM. **Order passed – Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: January 7, 2020