



**TOWN COUNCIL  
MEETING MINUTES  
JULY 21, 2020**

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

**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, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Brett Richardson, Economic Development Director; Kayla Tierney, Finance Director; Steve Aievoli, Sewer Superintendent; Bill Alexander, Water Superintendent and no other citizens in the audience.

**GOOD NEWS & RECOGNITION**

Councilor Fellows stated that Mark Stevens and his crew from Parks and Recreation did a great job down at Moxie Plaza setting up, getting tents up etc. Councilor Ward also gave credit for work done at Moxie Plaza to Park and Recreation, Public Works, Economic Development and the volunteers.

**PUBLIC HEARINGS - NONE**

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE**

**CONSENT AGENDA**

Councilor Ward asked for a summary of the \$36,000 Keep-ME-Healthy Municipal Grant that the Town of Lisbon is receiving. Mr. Richardson stated that they invested in detour signage, traffic barriers, tents and staff time associated with putting the pieces in place to create “Moxie Plaza” on Main Street. They also have equipment to make Main Street safe, with signage on education for Social Distancing and mask wearing, 30 gallons of hand sanitizer, six hand sanitizer distribution stations and a few thousand masks. This way the restaurants are not put in an awkward position if someone should need masks etc. Those will be available. It’s a good way to create a safe environment and the State will reimburse us.

Councilor Ward stated that there is also a payroll contingent part for the Economic Development Director, Parks and Recreation Director, Public Works Director and Finance Director and Administrator to cover their Salary for COVID related items.

Councilor Larochelle stated that most of the items at Moxie Plaza can be re-used somewhere else in town once Main Street is re-opened.

**VOTE (2020-132)** Councilor Fellows, seconded by Councilor Larochelle moved to approve the following:

- A. Municipal Accounts Payable Warrants totaling \$ \$660,154.80
- B. The Municipal Payroll Warrants totaling \$308,782.02
- C. School Accounts Payable Warrants totaling \$117,880.05
- D. School Payroll Warrants totaling \$962,175.79 and
- E. Minutes of June 23, 2020
- F. Set a Public Hearing on August 11, 2020 for the CDBG Community Enterprise Grant also known as the Façade Program
- G. Accept Funds for Keep-MAINE-Healthy associated with the 2020 Municipal COVID-19 Awareness Campaign
- H. Ratify the School Budget Validation Referendum Results.

**Order passed - Vote 7-0.**

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### MDOT TWO-PARTY AGREEMENT

**INTRODUCTION:** Mrs. Barnes has requested that MDOT add to their scope of work the upgrade of video cameras on the traffic lights at the intersection of Rt. 196 and Village Street. The cost to the Town to install a new camera system rather than road loops is \$11,179.00. MDOT has given the Town credit for the replacement of 5 loops towards the new camera system. Since the Town has requested this additional work, the Town must sign a Municipal/State Agreement for its share of the work. She stated that this could be taken from the TIF funds. She said that since this in an MDOT project that the Town could not directly contract with the Camera Company. The State has to do it and the Town will reimburse MDOT.

Councilor Fellows stated that the polls that hold the cameras are extremely rusted and asked if those could be painted black. Mrs. Barnes said she would check on it.

Councilor Ward stated that the benefit of upgrading the cameras is that it will also fix the cycling loop that will keep vehicles moving through that area.

Councilor Larochelle asked who would be responsible for maintaining equipment. Mr. Cyr said that the Town is responsible for maintenance.

**VOTE (2020-133)** Councilor Larochelle, seconded by Councilor Albert moved to authorize the Town Manager to sign the Municipal/State agreement and use Kelly Park TIF funds in the amount of \$11,179.00 to cover the cost of the traffic light camera system. **Order passed - Vote 7-0.**

### FY 20 CARRYFORWARD ACCOUNTS

**INTRODUCTION:** Mrs. Barnes presented a list of carry forwards ready for Council authorization for accounts and balances as of June 30, 2020 to lapse into the undesignated fund balance.

Councilor Larochelle asked if the Town's website helped the community to do business on-line to avoid waiting in line at the Town Office. Mrs. Barnes said yes it does. INFORME takes people right to the State's website to do business.

Councilor Fellows asked if the Credit Card fees were being temporarily waived. Mrs. Barnes said that the charges were coming from INFORME and not the Town of Lisbon, so they cannot be waived. She said that if customers do their business on-line, then they do not have to pay the agent fee, which saves them some money.

**VOTE (2020-134)** Councilor Larochelle, seconded by Councilor Albert moved to adopt RESOLUTION 2020-134 authorizing the carry forward and lapse of accounts and balances as of June 30, 2020 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, 2020:

That the Town Council authorizes the following accounts to lapse into undesignated fund balance:

**General Ledger Accounts for 2019-2020 balances either credit or debit to be carried is as follows:**

	<u>Expense Accounts to be Carried</u>	
12020500-50401	Elected Officials-Prof Development	940.00
12022500-50130	Clerk-Temporary/Seasonal	2,200.00
12022500-50104	Clerk-Non Supervisory	2,300.00
12022500-50536	Clerk- R & M Equipment	2,500.00
12022500-50455	Clerk- Professional Svs.	4,800.00
12022500-50308	Printing	2,200.00
12023500-50140	Tax Collector-Overtime	1,900.00
12024000-50451	Assessor-Contracted Professional	500.00
12022000-50450	Legal Expense	18,000.00
12026500-50530	Technology-Software & Service	9,400.00
12026500-50536	Technology-R & M Equip	500.00
12025500-50221	HRA Costs	10,000.00
14041500-50536	Fire Dept-R & M Equipment	6,000.00
14041500-50544	Fire Dept- R & M Radios	1,000.00
14041500-50563	Hose Replacement	5,500.00
14041500-50710	Fire Department Equipment	2,000.00
1,5050500-50363	Public Works-Culverts	11,000.00
16061500-50104	Rec Dept-Non Supervisory	11,000.00
16061500-50130	Rec Dept-Temporary	4,000.00
16061500-50302	Rec Dept-Operating Supplies	1,800.00
16061500-50355	Rec Dept-Co-Ed Softball/Fast Pitch	4,247.00
16061500-50356	Rec Dept-Summer Trips	5,700.00
16061500-50358	Rec Dept-New Programs	2,955.00
16161500-50401	Rec Dept-Professional Development	975.00
16061500-50541	Rec Dept-Grounds Maint	3,300.00
17070500-53800	Economic Dev-COVID 19 Main St.	3,750.00
17070500-50402	Economic Dev-Dues & Memberships	2,700.00
17070500-50302	Economic Dev-Operating Supplies	1,800.00
65052500-50539	WWTP-R & M Catch Basin	4,000.00
65052500-50546	WWTP-R & M Sewer	16,000.00
65052500-50750	WWTP-Improvements	150,000.00
	<u>Lapse Into Unassigned Fund Balance</u>	
12020000-10240	Small Claims Court Fees	71.26
12020000-10241	Tax Lien Costs	-8,817.78
12022000-29110	Condemned Bldg-428 Ridge Road	2,776.04

**Order passed - Vote 7-0.**

### MAINE COMMUNITY FOUNDATION'S COMMUNITY BROADBAND GRANT PROGRAM

INTRODUCTION: Mr. Richardson reported that the Lisbon Development Committee (LDC) has explored options to create a "hot spot" on Main Street in Lisbon Falls to compliment and expand the public wi-fi currently available within the direct vicinity of the Lisbon Library. Mr. Richardson reports Public wi-fi will support entrepreneurs and small business owners to conduct online business, assist students that lack home wi-fi with online learning access, and attract new residents, businesses, and visitors by positioning Lisbon as a forward-thinking, proactive community. This memo summarizes the goals and potential funding options to install "hot spots" in public spaces throughout Lisbon.

Mr. Richardson said the LDC has identified a budget of \$6,000 to establish and operate the Main Street “hot spot.” This budget includes equipment costs of approximately \$2,500 to create the Main Street “hot spot,” approximately \$2,500 to install the necessary equipment to enable public wi-fi, \$800 for 12-months of service from Spectrum, and \$200 for annual maintenance and miscellaneous expenses. Following installation, annual operational and maintenance costs will be approximately \$1,000. Funding sources for the Main Street “hot spot” include \$2,500 from the Maine Community Foundation Community Entrepreneurship Grant and up to \$3,500 from the Downtown TIF fund under the approved use of “professional services.”

Mr. Richardson said the Maine Community Foundation’s Community Broadband Grant Program offers the opportunity to secure funds to create additional “hot spots” at the MTM Center, Graziano Square, and/or Beaver Park. The broadband grant program awards municipalities up to \$15,000 to “increase the number of Maine people, communities, and businesses that have access to high-speed internet service and the skills, opportunities, and knowledge to use this technology effectively.” Creation of public “hot spots” is an eligible use.

Mr. Richardson recommends Council allocate funds and submit an application and if awarded to accept and spend the funds. He pointed out that this is a Pilot Program.

Councilor Fellows stated that this is a positive thing for Lisbon and the wi-fi at Moxie Plaza will move us into the cutting edge of technology.

Councilor Larochelle asked if the Libraries current internet technology needed to be upgraded to coincide with this plan. Mr. Richardson said he wasn’t sure about their current situation, but one of their goals was to improve their situation at the Library, and that upgrade would be for the long term. He said that he has Mrs. Nadeau’s full support of this plan.

Councilor Ward asked if this program could be located at Graziano Square as well and is there another base over there to hook up to. Mr. Richardson said that they could maybe work something out with the Farwell Mill to make that happen. Councilor Ward also asked how they would monitor or limit what’s going across the Wi-Fi network and is there any liability associated with that to the Town of Lisbon. Mr. Richardson said that from his understanding, and he will verify this information before they do anything, is that there’s a landing page where people would have to hit certain boxes and confirm certain things before being allowed on. Another advantage of the portal would be to have messaging on there for the Town to notify the community of certain things and could also lead to Sponsorship opportunities to fund it.

Councilor Ganong asked if there was a plan for maintaining the Wi-Fi and upgrading it when needed. Mr. Richardson said that they have money available for the first couple of years to maintain this and will re-evaluate as time goes on.

Councilor Fellows asked that if this passed tonight, how long would it be before this wi-fi is operational. Mr. Richardson said that he hoped in a couple weeks.

Councilor Ward said that since this is a Pilot program, is there an ability for an off switch. Mr. Richardson said yes.

**VOTE (2020-135)** Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager to: 1) Allocate \$2,500 from the Community Entrepreneurship Grant and \$3,500 from the Downtown TIF Fund to create the Main Street “hot spot,” and 2) submit an application for \$15,000 to the Maine Community Foundation Broadband Grant Program to create and operate two or more additional “hot spots” in Lisbon for a three-year period; and if awarded the grant, to accept and spend the funding as proposed. **Order passed - Vote 7-0 passed.**

## MMA OFFICIAL BALLOT LEGISLATIVE POLICY COMMITTEE MEMBER FOR DISTRICT 22

**VOTE (2020-136)** Councilor Ward, seconded by Councilor Larochelle moved to cast the ballot nominating Anthony Ward as a Legislative Policy Committee Member for District 22. **Order passed - Vote 7-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported that they've been talking about how they will re-open the schools. There will be different categories (Red, Green, or Yellow) to be determined by the end of July. Dr. Green has sent out communications to parents and staff.
2. Planning: Councilor Fellows reported that Springworks in Lisbon is doing an expansion with a new 40,000 square foot greenhouse and about 16,000 square feet of other area, including landscaping out front. He said for those that are interested, there is a site visit Thursday at 6:00 pm at their location with the Planning Board meeting to follow at 7:00 pm at the Lisbon Town Hall in the Public Meeting Room.
3. LDC: Councilor Larochelle reported that there's some good things happening and that Mr. Richardson has been pretty active and even considering having sub-committees on different activities. If anyone has any interest in the upcoming meetings they can contact Mr. Richardson.  
  
Councilor Fellows reported that there's some recent interest in electric charging stations and solar power. There is a visioning session on August 24<sup>th</sup> that will be held downtown at Moxie Plaza. They will be meeting the week before that with some of the energy folks that provide electricity and charging stations.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Albert reported that the summer program is in full swing with trips to Bradbury Mountain and Aquaboggin.
6. County Budget: Councilor Ward reported that their meetings with start picking up at the end of August.
7. Library: Councilor Lunt reported that the Summer Reading Program is going well and that they have had a lot of participation for their Virtual Reading Program. Even the adults are pitching in. The new renovations with the plexus glass has worked well to keep people safe.
8. Water Commission: Councilor Fellows said he had nothing to report.

## B. TOWN MANAGER'S REPORT

Mrs. Barnes reported that the Assessor started working on the Tax Commitment today and it will be finalized tomorrow. She will send out an email once they know the Tax Rate. She does not expect it to increase, she's hoping they'll be a slight decrease. She also wanted to highlight a couple of grants that we've been invited into the project development phase. One being the 2020 CDBG Housing Assistance Grant for \$1,000,000 and the 2020 CDBG Community Enterprise Grant for \$100,000. The town has been invited into the next phase. The money has been set aside for the Town pending Federal Allocation. There will be a Public Hearing set for both of these, one the Council will set tonight for the Community Enterprise Grant and the other one the Council will set at the next meeting for the Housing Assistance Grant.

## C. ROUTE 125/MAIN STREET ROAD RECONSTRUCTION UPDATE

Mrs. Barnes stated that they just received notice from MDOT that they're conducting an on demand public meeting in lieu of the normal Public Hearing process because of COVID 19. They've put together a presentation of the project that can be viewed on line. They sent out letters to all the abutters along the project route with the website information.

Councilor Ward asked if that information is on the Town's website. Mrs. Barnes said she would check and make sure it's on there.

Councilor Larochelle said he viewed the presentation and said it was laid out well and there is a great opportunity there for people to make comments and questions and to get a direct responses in writing. He suggested if anyone is interested to look at that link on the website and to make sure they choose either PC or Mobile. Mrs. Barnes said that if people go to the Mobile site instead of the Desktop, they do not ask for credentials, so it's quicker and easier to read.

Councilor Ward stated that if anyone has any questions about the project, they can also contact the Town Manager, Public Works Director or the Economic Development Director to get answers as well.

Mrs. Barnes stated that right now, the estimated budget for this project is \$5.7 million. The Town has permission from the voters to spend x-amount of dollars for this project. At the next meeting, the Council is going to have

another time-line for another referendum question so the Town can get the balance approved by the voters, the difference between the Town's 10% of the 5.7 million and what the voters have already allocated for the Town to spend on this project. It is going to require another referendum vote.

Councilor Larochelle asked if the 5.7 million project went up to the compact line. Mrs. Barnes said that it will only go from the intersection up to Huston Street. Councilor Larochelle asked if there would need to be another referendum question to finish the second part. Mrs. Barnes replied yes.

Councilor Ward stated that the Town's 10% of the 5.7 million would be \$570,000 for the local portion. Mrs. Barnes said that \$430,000 has been approved by the voters. Councilor Ward asked how much of the \$430,000 has already been allocated or set aside so there's no cost to the taxpayer. Mrs. Barnes said that she is hoping that the Town will have money in the Dingley TIF funds to pay for it. She said the Town has permission to borrow, to go out to Bond for this project, but she doesn't believe they'll need to.

Mrs. Barnes stated that they estimate all the right-of-way work to be done by October of 2021. They will advertise in November of 2021 and will start construction in April of 2020 and complete it in July of 2023. All estimated dates.

### **COUNCILOR COMMUNICATIONS**

Councilor Albert wanted to thank Economic Development, Public Works and Parks and Recreation Departments for getting together and taking an idea that was spit balled a very short time ago and turning it into a living and breathing part of our community. It's been a great success. They kicked off one more component of it this last weekend on top of what they've already been doing. Hats off to all of them, they worked really hard and the fruits of their labor showed up really nice.

Councilor Ward stated that they recently voted to approve the sale of a tax acquired property that funds the vessel sitting in an account available for something in the future. He would like to re-explore the pursuit of Getty to be able to address parking in that area.

### **AUDIENCE PARTICIPATION FOR NEW ITEMS – NONE**

### **EXECUTIVE SESSION**

**VOTE (2020-138-140)** Councilor Larochelle, seconded by Councilor Albert moved to go into Executive Session at 8:20pm per 1 MRSA Section 405 (6) (c) Economic Development, 405 (6) (a) Personnel Matters, and 405 (6) (d) Union Negotiations. **Order passed – Vote 7-0.**

The Council came out of executive session at 9:00 pm. The Chairman resumed the meeting.

**VOTE (2020-140)** Councilor Larochelle, seconded by Councilor Albert moved to ratify the Maine Association of Police union contract. **Order passed – Vote 7-0.**

### **APPOINTMENTS**

*Item taken out of order after executive session – no objections noted.*

**VOTE (2020-137)** Councilor Fellows, seconded by Councilor Larochelle moved to appoint Zachery Stevens to the Board of Appeals to 2023. **Order passed - vote 7-0.**

### **ADJOURNMENT**

**VOTE (2020-141)** Councilor Ganong, seconded by Councilor Fellows moved to adjourn at 9:05 pm. **Order passed - Vote 7-0.**