



**TOWN COUNCIL
MEETING MINUTES
OCTOBER 20, 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 & Community Development Director; and approximately two citizens in the audience.

GOOD NEWS & RECOGNITION

Mrs. Barnes said the new electronic sign has been installed out front at Town Hall. It looks very nice. Our messages are getting out to the public much better and with pictures. Councilor Ward recommended we include election messages. The Town Clerk indicated three or four election messages have been circulating for this upcoming election. Councilor Ward commended Mr. Richardson for obtaining the grant and getting this work done.

The Town Clerk said the good news is that our office is ready to open the doors at Town Hall this Saturday from 9AM to 5PM to residents for in-person absentee voting. Absentee voting is still going on during regular business hours from 8:30 a.m. to 4:00 p.m. through the week; however, for those who cannot get into the office during the week our office will be available on Saturday. Councilor Ward indicated the Council briefly mentioned collaborating with the Clerk's office to offer this at their last meeting and that he was glad to hear we are doing this.

PUBLIC HEARINGS

**A. VICTUALER'S LICENSE AND ITINERANT VENDOR PERMIT
FOR NICOLE CLAVET D/B/A CRUZIN SLICE, LLC**

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

B. 2020 CDBG HOUSING GRANT

The Chairman opened the public hearing. Andrew Alpmaier from Realty Resources, the developer of Farwell Mill Apartments, reported he was looking into obtaining funds to rehab the carriage house, first floor commercial space into 14 additional units, and using historical credits to upgrade windows and do some brick work. He mentioned only half of the units currently are affordable housing units, but after the work is completed all of the units will be considered affordable housing units renting from \$600 for smaller units to \$1,000 for larger units. He indicated they had been working on this grant application to Maine Housing for a couple of years now. He said he was glad to have Mr. Richardson's help with it. The work will be conducted in compliance with historic preservation and environmental requirements. Construction and a timeline will be ready, hopefully, by the end of the year. Maine Housing is currently going through their review process.

Mr. Alpmaier reported they were motivated by the need to maintain the brickwork and roof, and the need to expand creating more units, and turning the carriage house into a common community room would make the facility better for the tenants and future tenants. The project refers to Farwell Phase-1 and Farwell Phase-2.

Councilor Fellows asked how many units there were right now. Mr. Alpmaier said approximately 76, but when completed should add 25 1-bedroom units, 15 2-bedroom units, and 4 3-bedroom units, bringing the new total to

96 units. Councilor Ward said the Town of Lisbon is happy to assist Realty Resources and that he was pleased to hear they have agreed to tie in the old financing, into the new financing, paying off the current balance of \$200,800.00 that they owe the town.

Mr. Alpmaier said the renovations would make the buildings look much better and be much better for the tenants too. Councilor Ward said he applauded their efforts. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE CONSENT AGENDA

VOTE (2020-184) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following consent agenda items:

- A. Municipal Accounts Payable – \$ 177,515.71
- B. Municipal Payroll Warrants – \$142,217.32
- C. School Accounts Payable – \$ 299,458.31
- D. School Payroll Warrants – \$ 379,163.86
- E. The Minutes of October 6, 2020
- F. Victualer License & an Itinerant Vendor Permit for Nicole Clavet d/b/a Cruzin Slice LLC,
- G. Seniors Plus Annual Service Agreement - Approving the Town Manager to sign the MOU between Seniors Plus and the Town of Lisbon as presented, and
- H. To Set additional Absentee Processing Times – by adopting the Addendum in the packet to Nov 3, 2020's Election Warrant

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

FAÇADE GRANT – 14 MAIN STREET

INTRODUCTION: In June 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon a \$100,000 grant to administer a business façade grant program. The purpose of Lisbon's façade grant program is to provide matching funds to local property and business owners to make visual improvement to the exterior of commercial buildings in Lisbon village areas and Route 196 Corridor. Lisbon's Business Façade Program helps improve the overall visual character of the community to support revitalization and attract additional investment.

In developing the grant application to OCD, Town staff reached out to local property and business owners to solicit façade projects to include in the grant application. Successful applications to OCD for CDBG funding must reference "shovel-ready" projects. The owners of 14 Main Street in Lisbon Falls submitted just such a "shovel-ready" façade project for inclusion in the Town's application in February 2020 that will positively benefit the visual appearance and character of Main Street generally.

Town staff have recently completed OCD's required project development process. A contract between OCD and the Town will be executed in the coming weeks to enable project activities to commence. Following the project development and contracting phases, Lisbon will receive the grant funds from OCD to support the implementation of individual façade grant projects.

The proposed façade project at 14 Main Street, the location of Eastcraeft, includes brickwork and window and trim improvements, totaling approximately \$30,000. The proposed façade improvements at 14 Main Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the visual character of the Lisbon Falls village as viewed from both Main Street and Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 3) The owners of 14 Main Street have committed to provide the 1:1 matching funds to complete the project; 4) Appropriate historic preservation and environmental reviews have been completed for the project resulting in no restrictions for the proposed scope of work; and 5) The Project was approved by Lisbon's CDBG Citizen Advisory Committee on October 14, 2020.

Mr. Richardson reported Eastcraft is a great project and one of our best businesses in town. The façade definitely needs the work and the owner is committed to put up the matching funds needed. He said the CDBG Advisory Committee approved the project at their last meeting.

VOTE (2020-185) Councilor Larochelle, seconded by Councilors Albert, Fellows, and Kolbe moved to approve the Façade Grant in the amount of \$15,000 for 14 Main Street, Lisbon Falls. **Order passed - Vote 7-0.**

2020 CDBG HOUSING GRANT RESOLUTIONS

VOTE (2020-186) Councilor Albert, seconded by Councilor Larochelle made a motion to move this item to a future agenda. **Order passed - Vote 7-0.**

AUTHORIZATION TO APPLY FOR MUNICIPAL STREAM CROSSING GRANT (BURROUGH ROAD)

INTRODUCTION: Mr. Cyr reported the Maine Department of Transportation completed their inspection of the corrugated metal pipe arch culvert, which serves as a bridge on Burrough Road and notified the town it needs repairing. In correspondence dated August 10, 2020, Calderwood Engineering provided a preliminary cost estimate for replacement of the pipe arch at an estimated cost of \$395,000. They also provided an option of rehabilitation of the existing structure by pouring concrete around the lower damaged pipe arch to restore the structural integrity of the bridge. The estimated cost of this option is \$210,000. We recommend pursuing the repair option as Olver Associates has successfully implemented a similar design without issue saving significant costs.

Mr. Cyr said the Maine Department of Environmental Protection offers grants for Stream Crossing Public Infrastructure Improvements. The grants are a 50-50 matching grant, so if the town were successful in obtaining the grant, the state would provide \$105,000 while the town would need to provide the matching \$105,000. The maximum grant available per project is \$125,000. The grant applications are due on November 16. The cost for Olver Associates to prepare the grant would be \$75 per hour based on their ongoing general engineering service contract with the town. The time involved in preparing the grant is estimated to be less than 20 hours.

Mr. Cyr said the State of Maine Department of Marine Resources would be providing a letter of support for this grant application. He mentioned the town was also reaching out to Inland Fisheries and Wildlife to also provide a letter of support. He said this has to be done sooner rather than later. Pictures show it has deteriorated and the guardrails are only hanging on by two U-bolts.

COUNCILOR COMMENTS: Councilor Larochelle asked if the town could reach out to Bowdoin for some help with this project since the majority of its users going over that bridge are Bowdoin residents and Bowdoin taxpayers. This bridge is the only access they have to those homes. It is unusual that Lisbon would have to pay all of the repair work when Bowdoin taxes the majority of those users.

Mrs. Barnes indicated if Lisbon knows by December it has been awarded the grant, then work could begin as early as next spring.

VOTE (2020-187) Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager to submit a grant to MDEP for Stream Crossing Public Infrastructure Improvements. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report.

2. Planning: Councilor Fellows mentioned the Planning Board has a solar application to review on Thursday for a location off Main Street.

- 3.LDC: Councilor Larochelle said these meetings are taking place by zoom. A lot of discussion has been happening.
4. Conservation Commission: Councilor Ward reported Mr. Main has been working with the Mr. Stevens on the harvesting plan and what these funds will be earmarked for.
5. Recreation: Councilor Albert said he had nothing to report.
6. County Budget: Councilor Ward reported the public hearing is tomorrow night.
7. Library: Councilor Lunt said he had nothing to report.
8. Water Commission: Councilor Fellows said the Water Department Manager wants to work with the town on their paving schedule to coordinate their water projects to save money. He said they ordered a yard hydrant for Gazebo Park to be the William Bauer Memorial.
9. Finance Committee: Councilor Ward said the Finance Committee has scheduled their first meeting with Mrs. Tierney and Mrs. Barnes for October 27 at 6:00 pm at Town Hall.

B. TOWN MANAGER'S REPORT

Mrs. Barnes requested Council rescind the previous bid award on the Worumbo fencing project to authorize Public Works to purchase and install it.

VOTE (2020-188A) Councilor Albert, seconded by Councilor Larochelle moved to rescind the bid for the Worumbo Mill Fencing project awarded on August 11, 2020 to CSM New England in the amount of \$18,340.00 and to authorize the Town Manager and Public Works Director to purchase fencing that the Public Works Department will install. **Order passed - Vote 7-0.**

Mrs. Barnes said she consulted with the Police and Recreation Departments who felt that Halloween on Main Street was not feasible due to the COVID-19 situation this year, but maybe next year.

C. DEPARTMENT HEAD REPORTS

Councilor Albert reported the Moxie Plaza extension to the end of November might not work with the colder weather moving in faster than expected and recommended the Council close Moxie Plaza at the end of October reopening the street on November 2. Both Flux and Franks wanted to use the outside tables the last Saturday night in October. Councilor Albert asked the Economic Development Director to notify the other businesses of this reopening date. He said it is time to bring this event to a close.

VOTE (2020-188B) Councilor Larochelle, seconded by Councilor Fellows moved to close Moxie Plaza and reopen Main Street on November 2. **Order passed - Vote 7-0.**

APPOINTMENTS

VOTE (2020-188C) Councilor Larochelle, seconded by Councilor Fellows moved to appoint Steve Chouinard a Civil Constable from Ace Security. **Order passed - Vote 7-0.**

COUNCILOR COMMUNICATIONS

Councilor Ward mentioned Police Chief Interviews start the first week in November. The Council asked Mrs. Barnes to schedule a workshop for 6:00 PM on November 10 with the Finance Committee and Department Heads to go over Department Head goals. Council Ward indicated he wanted Department Heads to briefly highlight items and/or let the Council know what has not been done due to staff shortages or COVID-19 restrictions. He said his goal was to find out where we are going to move forward and what our needs are right now.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE

**EXECUTIVE SESSION - NONE
ADJOURNMENT**

VOTE (2020-189) Councilor Larochelle, seconded by Councilor Albert moved to adjourn at 7:38 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved 11-10-2020