



## **TOWN COUNCIL MEETING MINUTES DECEMBER 8, 2020**

### **Town Council**

Allen Ward, Chair  
Norm Albert, Vice Chairman  
Donald Fellows  
Jeffrey Ganong  
Kasie Kolbe  
Fernand Larochelle, Jr.  
Mark Lunt

CALL TO ORDER. The Town Clerk, Twila Lycette, called the meeting to order.

### **INAUGURATION OF ELECTED OFFICIALS**

Mrs. Lycette welcomed everyone to the Town Council's 15<sup>th</sup> annual organizational meeting that is held on the first Tuesday after the first Monday in December. She said 5,294 municipal ballots were cast on November 3 resulting in the following candidates being elected and sworn into office:

One Council Member: Fernand Larochelle, Jr. with 4,490 votes  
One School Committee Member: Ross Cunningham with 4,407 votes  
One Water Commissioner: Roger Bickford with 4,530 votes

### **ELECTION OF COUNCIL CHAIRMAN**

**(VOTE 2020-199)** Councilor Fellows nominated Councilor Ward for Chairman. Seeing no other nominations, all voted by show of hands. Vote 6-0-1 carried. (Abstained: Ward) Councilor Ward was duly elected Chairman for the ensuing year.

### **ELECTION OF COUNCIL VICE CHAIRMAN**

**(VOTE 2020-200)** Councilor Larochelle nominated Councilor Fellows for Vice Chairman. Seeing no other nominations, all voted by show of hands. Vote 6-0-1 carried. (Abstained: Fellows) Councilor Fellows was duly elected Vice Chairman for the ensuing year.

The Town Clerk passed the gavel to Councilor Ward, congratulated him, and the Inauguration of Elected Officials portion of the meeting ended and the regular meeting resumed.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Ganong and Larochelle. Also present were Diane Barnes, Town Manager; Steve Aievoli, Treatment Plant Supervisor; Brett Richardson, Community and Economic Development Director; Kayla Tierney, Finance Director; Ryan McGee, Police Chief; John Rand, Hydrogeologist from Wood Environmental; Richard Fortin, Hydrogeologist from Drumlin Environmental; Dan Stockford, Esquire, Town Attorney (arriving at 8PM); and no other citizens in the audience.

### **GOOD NEWS & RECOGNITION**

Councilor Larochelle mentioned two weeks ago that he had a need to call 911. He thanked the ambulance service and the whole crew that goes along with that call from other departments. He said we take it for granted that when we live in a small community and we make that phone call, we have everyone showing up, which is really important. Again, he said, thank you to all the rescue personnel that showed up. Everything worked out okay in the end, but sometimes you have to go through that to realize how lucky we are that we have people like that who serve in our community.

Councilor Fellows commented on how nice the Christmas tree looks this year, along with the gazebo across from the Lisbon High School.

### **PUBLIC HEARINGS**

**A. AUTOMOBILE GRAVEYARD PERMITS  
FOR HUSTON’S AUTO SALVAGE AND CAMBELL’S USED AUTO PARTS**

The Chairman opened the public hearing. The Town Clerk announced that those wishing to comment could enter the room or email [award@lisbonme.org](mailto:award@lisbonme.org). The Chairman announced no comments were received and that he would review his emails for comments received during the meeting and revisit this topic if needed. The Chairman closed the public hearing.

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

**CONSENT AGENDA**

**VOTE (2020-202)** Councilor Larochelle, seconded by Councilor Fellows moved to approve the following:

- A. Municipal Accounts Payable Warrants—\$ 743,124.62
- B. Municipal Payroll Warrants – \$ 145,305.70
- C. School Accounts Payable Warrants – \$ 855,468.94
- D. School Payroll Warrants – \$ 826,002.18
- E. Minutes of November 10, 2020
- F. Approve Automobile Graveyard Permits for Huston’s Auto Salvage, and Campbell’s Used Auto Parts

Order passed - Vote 7-0.

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

**AUTHORIZATION TO SOLICIT BIDS FOR TOWN OFFICE GENERATOR**

INTRODUCTION: Chief McGee said he brought the need for a new generator forward to the Finance Committee. He explained all the current problems they are having with the generator housed within the Police Department. This generator is extremely important as it keeps the Public Safety Communication Center running.

Chief McGee mentioned three options that were given to the Town by Electrical Systems of Maine (ESM) for a new generator as follows:

Option #1 for \$64,895, which was a 100kw Generator with a 600 amp transfer switch/circuit breaker and fix code violations,

Option #2 for \$62,538, with a 400kw “in phase circuit” transfer switch, which will give a smooth transfer of power and will prevent damage to very expensive servers at the department; This also was the preferred option by ESM.

Option #3 for \$57,878 had a smaller 80kw Generator with 400 amp circuit breaker (not the in-phase circuit model) and also has the latest Wi-Fi and touch screen (Chief McGee said this would not be the best fit for Lisbon and sometimes technology like touch screens and Wi-Fi, can cause issues down the road by needing upgrades).

Chief McGee said after looking at all the options, Option #2 is the correct decision in my opinion from speaking to ESM. I trust ESM and they have done generators for the town of Lisbon at the sewer department as well as the Lisbon High School.

After reviewing this information the other night, the Finance Committee voted and approved moving forward on the purchase of Option #2 (\$62,538).

ESM indicated generators of this size and nature should be replaced every 15-20 years. The generator that is housed within the Police Department is as old as the building (approximately 20 years).

Chief McGee said ESM advised the generator should be moved outside the building since there is a risk of exhaust getting into the building if it leaked. They also found a code violation referencing the power supply coming in from the main powerline's transformer outside, because there is NO master cut-off switch to shut off the power to the building before it goes into the building's generator transfer panel. ESM indicated this should be an easy fix.

Chief McGee said the Finance Committee agreed that the need for a new generator is great as it relates to the Public Safety aspect; the Communication Center cannot be down because then the Public Safety officers cannot speak to each other. The Finance Committee asked about available funds and was told there were funds available from the unassigned fund balance and/or capital projects reserve account.

Chief McGee said the Finance Committee recommends the purchase of the emergency CIP item: generator housed within the Police Department. Given the three options provided by ESM, the Finance Committee recommends the middle option for approximately \$62,000.00.

**COUNCILOR COMMENTS:** Councilor Ward indicated this type of emergency spending should not happen at all if all the necessary capital items are included in the Capital Improvement Plan. He said that five years ago he requested all necessary items over \$5,000 be included in the comprehensive Capital Improvement Plan and now it appears the plan has fallen short. He indicated his disappointment. He commended Mrs. Tierney for recently completing a comprehensive review of our assets and applauded her efforts. He indicated he looked forward to getting this input before heading into the FY2021-22 budget season.

Councilor Lunt said he would like to see all the equipment with replacement dates included in the CIP.

Councilor Ward said he was very familiar with Matt from ESM. He reported ESM was a good company to work with and one of the top firms in this area. The Council discussed temporary generators and rental generators. Chief McGee indicated rentals were very expensive and explained that there is no one else out there with anything compatible.

Councilor Ward pointed out this is an emergency and that the Council would have discretionary authority to waive the bid process in this situation. Councilor Albert requested that when we purchased the item that we include a five-year service contract and that we add it to the CIP, along with budgeting the replacement in 15 years.

**VOTE (2020-203)** Councilor Larochelle, seconded by Councilor Albert moved to award the purchase, as discussed in Option 2 above, of a new generator for approximately \$62,538.00 with a five-year service contract at approximately \$400 per year for four-years and \$800 on the fifth year, to be installed outside at the Police Department. **Order passed - Vote 6-1. (Opposed: Ward)**

Councilor Ward said he only objected because this item should have been in the CIP already and scheduled for replacement on time.

### IRP LOAN PAYOFF

**INTRODUCTION:** Mrs. Tierney said the Finance Committee discussed paying off the USDA RD Loan. The USDA RD loan was taken out in 1999 in the amount of \$500,000 to establish an IRP loan program between the Town and small business owners in the Town of Lisbon. The loan has a 1% interest rate; it is a 27-year loan that the Town pays \$21,225 annually to USDA RD. There is currently a balance of \$122,941.21 and the loan is set to mature July 11, 2026. USDA RD had reached out to the Town inquiring about the Town's plans for this program. USDA RD would like to see a certain number of loans disbursed and notes that the Town of Lisbon had (2) business IRP loans pay-off in full during FY20. After those two business loan payoffs, it leaves (1) open IRP loan and (1) open Commercial loan that the Town holds with small businesses.

Mrs. Tierney said USDA RD noted that the Town of Lisbon has been very successful with the IRP business loan program over the years. The program has provided capital to small business and promoted job creation and overall growth within the community. Each business loan is set up based on the need of the small business and is generally at a 5% interest rate. The payments received from the small businesses related to their loan are held in a

sub accounting account held at Portland Trust. The balance in this account as of 11/30/2020 is \$821,341.90. This account is an interest bearing account and also experiences unrealized and realized gains/losses.

Mrs. Tierney said if the Town were to pay-off the loan prior to the maturity date, the pay-off would be taken from the Portland Trust cash account, leaving \$698,400.69 to be retained by the Town to maintain the business loan program internally. It would eliminate federal reporting requirements as well as audit reporting requirements. As noted above, this program has been very successful and the Town would have the capacity to internally continue this program. USDA RD doesn't have funds to continue a program of this nature and it hopes municipalities that began this program back in the 90s continue it on their own.

Mrs. Tierney said the Finance Committee recommends the early pay-off of the USDA RD loan in the amount of \$122,941.21 from the cash account held at Portland Trust and for the amount remaining to continue a business loan program internally.

**COUNCILOR COMMENTS:** Councilor Larochelle requested the Finance Committee come up with Business Loan Program Guidelines. Councilor Ward said those are already in place. Councilor Larochelle said he would like to ensure that the Finance Committee is looking at this program. Councilor Albert said this is great, running the program back in-house, and that paying it off is beneficial to the community, but how does the Council protect these funds from being raided, what are reasonable targets annually for this program, and how do we track our success.

Mrs. Tierney said that sounds like a policy, maybe. Councilor Albert said it would be important to think this through and put the right things in place to take this over so that we continue to follow the parameters USDA RD established to help maintain the continuity of this program. Councilor Ward said this program should be only for new businesses in town. He asked that legal get involved to ensure the town protects these funds. Councilor Lunt said maybe a charter amendment would isolate the funds and protect them.

**VOTE (2020-204)** Councilor Albert, seconded by Councilor Larochelle moved to authorize the Town Manager to pay-off the USDA RD loan in the amount of \$122,941.21 from the cash account held at Portland Trust and for the amount remaining to continue a Lisbon Business Loan Program internally. **Order passed - Vote 7-0.**

## MAINE ELECTRONICS INDUSTRIAL WASTEWATER DISCHARGE PERMIT

**INTRODUCTION:** Mr. Aievoli reported that the current Maine Electronics, Inc. (MEI) Industrial wastewater discharge permit is scheduled to expire on December 31, 2020. Wood Environmental & Infrastructure Solutions, Inc. (Wood) is requesting authorization to renew the permit for another five-year period with changes.

John Rand from Wood said they are requesting one change to the new discharge permit and that change is an increase to the amount of flow permitted to be discharged. He said while they have no specific plans to increase flows at the site, they are working to optimize operations. Having a modest increase in permitted capacity would provide them with more flexibility to efficiently capture and treat impacted groundwater at the site, which is the reason they have requested an increase in the flow currently permitted at 80,000 gallons per day (GPD) to 90,000, gallons per day. He indicated this increase should have very little to no impact to the operation of the treatment plant.

Mr. Rand mentioned that the Lisbon Pollution Control Facility (LPCF) has yet to receive its draft permit renewal from the Maine Department of Environmental Protection (MEDEP) for its discharge to the Androscoggin River. He said now is the time to make this adjustment to the permit in the event the Maine Department of Environmental Protection requires changes for the Lisbon facility that could affect operations at Maine Electronics.

Mr. Aievoli said he had no objections to the Council approving this request to the Maine Electronics Wastewater Discharge Permit increasing the daily max flow to 90,000 gallons per day.

**COUNCILOR COMMENTS:** Councilor Larochelle asked what the end game was for this site.

Mr. Rand said to bring that site to closure. He said they are focusing on winding down, that they see some good trends, and improvements to ground water quality. Now is the time to focus on hot spots and to bring those to closure; this will take, at the very least, several more years. He said this change would allow them to target a handful of locations, higher yielding wells, at times when the water levels are up, when the flow rates could go

above the 80,000 gallon per day limit, to run for a couple of months and then dial it back, but their average flow currently falls well below the current permit.

Richard Fortin from Drumlin Environmental said now is the time to submit this change to increase the limit since the permit is being renewed so they do not have to go back to add more capacity later if needed. He said we have been at this for 20-25 years now. He explained that the last 10% always takes longer and is more difficult. He said it is hard to predict when we will get to those cleanup standards. Mr. Rand mentioned the rules have changed over time, but that they discuss these goals with the Maine Department of Environmental Protection.

The Council suggested the Water Department be involved when it comes to discussions regarding restrictions on types of businesses or land uses. Mr. Rand said when the results in hand supports it, the vast portion of this site could be used like it was.

**VOTE (2020-205)** Councilor Larochelle, seconded by Councilor Lunt moved to approve and sign the wastewater discharge permit for a five-year period for Maine Electronics. **Order passed - Vote 7-0.**

#### ACCEPT DONATION OF GENERATOR FOR PUBLIC WORK'S DEPARTMENT

**INTRODUCTION:** Mr. Cyr is requesting permission to give the Town of Lisbon a used generator. This generator will replace the current generator at Public Works located just outside the building on the right. The current diesel generator is very old and was installed sometime in the 70's. This generator does not operate as it should and is not a piece of equipment Public Works could rely on during an emergency. He said the generator he is willing to gift the town is a 12.5KW, Natural Gas system with a transfer switch to operate atomically when needed as it should.

Mr. Cyr indicates he is unsure whether his generator would be sufficient for the garage. He indicated Matt from Electrical Systems of Maine would be able to look over the system on December 9 to ensure it is a good fit. If Matt from ESM deems his generator is a good fit, then Mr. Cyr said he would gift this item to the town.

**COUNCILOR COMMENTS:** Councilor Larochelle asked how much it would cost to install. He asked that this item should be listed in the CIP and its replacement budgeted for in 10 or so years, depending upon what Matt recommends. Mr. Cyr indicated it would not take much to install but that he has those funds within his budget and that his generator can run on either diesel or natural gas.

**VOTE (2020-206)** Councilor Albert, seconded by Councilor Larochelle moved to accept the donation of a 12.5KW Natural Gas System Generator from Randy Cyr if ESM deems it a good fit for the town. **Order passed - Vote 7-0.**

#### PUBLIC WORKS ONE-TON TRUCK BID AWARD

*Item taken Out of Order*

**INTRODUCTION:** Mr. Cyr reported that Bid 2020-014 is for one (1) new 2020 or Newer One-Ton Truck with Rack Body for Public Works. The truck comes with a 5 year / 100,000 mile Powertrain warranty and can be delivered 120-150 days upon order.

Bids were solicited from sixteen (16) different companies, and publicly opened on Friday, December 4th at 10:00am in the Council Chambers. Diane Barnes, Town Manager, Ray Soucy, PW Admin, Scott Kivus, Emerson Chevy, and Josh Tracy, Bessey Motors were present at the bid opening. The following bids were received and reviewed by Diane Barnes and Ray Soucy:

Emerson Chevrolet	946 Center St, Auburn, ME	\$48,370.00
Bessey Motors	209 Main St, South Paris, ME	\$48,298.00
Auburn Motor Sales	699 Center St, Auburn, ME	\$57,825.00
Quirk Ford Augusta	7 Water St, Hallowell, ME	\$51,321.08

They are the lowest bid and we have confirmed that they meet the specifications required and set forth by our bid request.

**COUNCILOR COMMENTS:** Councilor Ward asked if this amount is within the budget. Mr. Cyr said Council approved \$50,000 for this purchase, so yes there is adequate approved funding for this vehicle in the Unassigned Fund account.

**VOTE (2020-208)** Councilor Larochelle, seconded by Councilor Fellows moved to award the bid for a new One-Ton truck for the Public Works Department to Bessey Motors in the amount of \$48,298 and authorize the purchase to be expended from unassigned fund balance. **Order passed – Vote 7-0.**

*Councilor Albert left the room at 8:45 PM.*

#### WAIVER OF FORECLOSURE

**INTRODUCTION:** Mrs. Barnes, the Lisbon Treasurer recommended Council waive foreclosure on the following properties to avoid acquiring property that may be burdensome, for example run-down or dilapidated. 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 MRS § 944). MMA tax lien.

#4518	Miller Industries, Inc.	18 Mill Street	#4521	Miller Industries, Inc.	11 Upland Street
#4519	Miller Industries, Inc.	19 Mill Street	#4524	Miller Realty Co.	10 Mill Street
#4520	Miller Industries, Inc.	15 Mill Street	#1424	Charles Cox	18 Lisbon Street

**VOTE (2020-207)** Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Treasurer to record a waiver of foreclosure in the Registry of Deeds for the above listed properties. **Order passed - Vote 7-0. (Councilor Albert Returned and indicated his vote as Yes)**

#### SET PUBLIC HEARINGS FOR SPECIAL ENTERTAINMENT PERMITS FOR THE SLOVAK CLUB AND THE AMERICAN LEGION POST 158

**INTRODUCTION:** The Town Clerk indicated that the Coombs Mountfort American Legion Post 158 and the Slovak Catholic Association are requesting renewal Liquor Licenses and Special Entertainment Permits. A public hearing is required for their Special Entertainment Permits. Special Entertainment Permits run concurrent with Liquor Licenses. The question is whether the Council will be meeting as regularly scheduled on December 15 next week. The Town Manager can authorize the State's issuance for an extension of time to file.

**VOTE (2020-209)** Councilor Larochelle, seconded by Councilor Kolbe moved to have the Town Manager authorize the State's issuance of an extension of time to file and set public hearings for the January 5th Council meeting. **Order passed – Vote 7-0. (Councilor Albert Returned and indicated his vote as Yes)**

*Councilor Albert re-entered the room at 8:47 PM.*

#### POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR SCHOOL EMPLOYEE WAGES & BENEFITS and POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR MUNICIPAL EMPLOYEE WAGES, BENEFITS, & STATE FEES

**INTRODUCTION:** Mrs. Barnes explained Title 30-A M.R.S.A. § 5603 provides several ways in which disbursement of municipal and school funds for employees wages and benefits may be approved by less than a majority of the Town Council without a public meeting.

2. Duties. The Treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [2009, c. 6, §1 (AMD).]

**VOTE (2020-210)** Councilor Fellows, seconded by Councilor Albert moved to approve and adopt the policies on Municipal and School Treasurer's Disbursement Warrants as presented. **Order passed - Vote 7-0.**

### COUNCIL WORKING RULES

**VOTE (2020-211)** Councilor Ward, seconded by Councilor Albert moved to approve the Council Working Rules with no change.

Councilor Larochelle asked whether the Council should add anything or not to the current rules to address zoom meetings. He said he was fine with the way it currently is as long as Council has sufficient notice. He said the chair can call a meeting for anytime, or should this be included in the written rules at all.

Councilor Ward suggested Councilor Fellows review this item for their next meeting. He said considering the current state of the COVID-19 virus the Council might consider going back to virtual meetings again. He said like pictures tonight, he wanted to make sure Council is making conscious decisions to keep everyone safe this winter. Councilor Fellows said without the Governor's Emergency Declaration the Council would not have the authority to meet virtual. Councilor Larochelle said as long as the rules allow virtual meetings then he said he was okay with it. Councilor Ward said Council is taking steps to ensure all of us and businesses keep moving forward as personal health and safety comes to the forefront. He said he wanted to ensure the public has input in such a way that they feel they can participate when they need to. Councilor Larochelle said he was okay with virtual meetings so long as there is adequate notice, like by a certain date, that all know it is going to be a virtual meeting.

Councilor Ward said he believed the January meetings should be virtual if circumstances do not improve. Councilor Albert said he believed the Governor would be extending the emergency through January and suggested the January meetings be virtual until we hear differently. This will allow everyone time to prepare for virtual meetings so invites can get out in time and a quick test can be performed. Councilor Ward asked that as many items as possible be included in the consent agenda if appropriate.

Councilor Fellows mentioned one of his goals when elected was to address virtual meetings and at that time, he was told at the legislative level that this would never happen so now moving forward who knows when this emergency situation is over whether or not virtual meetings could happen. He said he was sure though the legislature would have to weigh in. Councilor Albert said there is no down side to holding virtual meetings; we have proven that time and time again over the past ten months.

Councilor Albert withdrew his second and Councilor Ward withdrew his motion.

### LOW RISK SOLAR POWER OPTIONS TO REDUCE ENERGY COSTS

**INTRODUCTION:** Mr. Richardson explained that the town's staff identified two options to reduce energy costs through solar power energy credits that require no up-front investment and no long-term commitments, while holding potential to reduce the Town's carbon footprint. 1) NexAmp Community Solar enables utility customers to save on their electricity cost with no upfront risks. NexAmp brokers renewable energy credits to deliver 15% savings to businesses, residents, and municipalities that sign up. The 15% savings are available for a term of up to 20-years. The Town would bear no upfront costs and have no installation of any equipment on Town property. The

cost savings will begin when the next round of community solar arrays are installed in the summer of 2021. The Town can cancel at any time. And 2) Titan Energy New England, Inc. is a Connecticut-based national energy consultant. Titan has offered to run a bidding and solar power procurement process on behalf of the Town of Lisbon. Titan will evaluate the Town's energy use, develop strategies to maximize cost savings, prepare and issue competitive bid documents, and secure an available solar power supply. The Town will evaluate bids secured by Titan and select the best option. Following the bid process and review, the cost of each energy credit to the Town will be clearly defined within a subsequent Credit Purchase Agreement. There is no upfront cost to the Town and Titan is paid by the winning bidder as part of their project cost. If the Request for Proposal does not return a deal with favorable terms for the Town, the Town is under no obligation to move forward with a Credit Purchase Agreement and Titan does not get paid. Titan has an impressive list of commercial, municipal, and institutional clients. Risks to the Town are minimal to zero.

Mr. Richardson requested Council authorize the Town Manager to sign up with both NextAmp for 15% guaranteed energy savings beginning the summer of 2021 and with Titan to manage a Request For Proposal Process seeking a long-term arrangement with greater cost savings. He suggested setting aside these funds to obtain even better savings.

**VOTE (2020-212)** Councilor Fellows, seconded by Councilor Larochelle moved to authorize the Town Manager to sign up with both NextAmp for 15% guaranteed energy savings beginning the summer of 2021 and with Titan to manage a Request For Proposal Process seeking a long-term arrangement with greater cost savings. **Order passed - Vote 7-0.**

## LISBON FALLS & LISBON AREA WAYFINDING SIGNAGE

**INTRODUCTION:** Mr. Richardson reported that Lisbon businesses located on Main Street and the surrounding village area have long considered parking to be a challenge for customers and staff. Lack of adequate parking was a key discussion topic during a public meeting on September 28 at the MTM Center to introduce the community to the Maine Community Foundation-funded entrepreneurship initiative and to gather feedback on the Main Street closure for outdoor dining, Moxie Plaza. In follow-up to the public meeting, 14 village area businesses responded to a survey and key findings included:

- 79 percent of responders believe there is a shortage of public parking
- 70 percent of responders believe that there is a lack of adequate wayfinding signage to guide customers to available parking

Mr. Richardson said the Town Manager and Public Works Director have plans in place to add +/- 45 new parking spaces in the Village area, including at the Worumbo site, off Davis Street, and on Booker Street. Even though the upcoming Maine Department of Transportation Route 125 reconstruction project will result in a loss of 12 parking spaces, the three new parking lots will result in a net gain of over 30 spots to address the perceived shortage of public parking.

Mr. Richardson said that new wayfinding signage would make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots. Wayfinding signage also offers the opportunity to attract travelers on Route 196 to visit local businesses by offering a welcoming and visually cohesive invitation to stop and learn about all that Lisbon has to offer. We have identified the need for 12 wayfinding signs at the following locations:

School Street & Route 196	Booker & Union Streets
School Street & Route 125	Main & Maple Streets
Union Street & Route 196	Main & Goddard Streets
Main Street & Route 196	Municipal lot off Main Street
Davis Street & Route 196	Worumbo site entrance near the corner of Routes 196 & 125

Mr. Richardson said the signs will range from 2.5' x 2' to 4' x 4', the final design will be developed with input from local businesses and residents, and the cost of materials is approximately \$3,250. Wayfinding signage is an approved use for Downtown TIF funds.

Mr. Richardson requested Council authorize an allocation of \$3,250 from the Downtown TIF for wayfinding signage and approve ECD to develop a uniform signage design with input from local businesses and residents for



Council approval. He said we have a local artist who is pretty accomplished. He has two or three concepts to share with residents and businesses so they can pick which one they would like to move forward.

**VOTE (2020-213A)** Councilor Larochelle, seconded by Councilor Albert moved to authorize an allocation of \$3,250 from the Downtown TIF for wayfinding signage and approve ECD to develop a uniform signage design with input from local businesses and residents for Council approval.

Mrs. Barnes reported there is more than enough left from the Worumbo Fencing project. The town spent \$5,000 of the \$18,000 allocated. She recommended reallocating the amount needed from what is left. Councilor Ward confirmed that the final design would come back to Council before printing. He asked if this included signage for the Village area as well so Council would not have to take this up again. Mr. Richardson said he padded the budget a little so he could put up a sign at the corner in Lisbon Village. He indicated this uniform design would be used town wide. He said the fall signs come to about \$2,100 and posts are around \$30 each. Councilor Fellows asked that the Village area include highlighting Beaver Park, Graziano Park, and the parking area.

**VOTE (2020-213B) AMENDMENT #1:** Councilor Fellows, seconded by Councilor Albert moved to increase \$3,250 to \$4,000. **Amendment Passed – Vote 7-0.**

**Main Motion as Amended - Order passed - Vote 7-0.**

## WORUMBO REDEVELOPMENT SITE PLAN, CONCEPT DEVELOPMENT AND ZONING REVIEW

**INTRODUCTION:** Mr. Richardson reported the Lisbon community has multiple goals for the former Worumbo Mill site, including community green space, views of the Androscoggin River, and high-quality commercial and residential development that extends the Main Street village area to the river. Following an elevation study of the site by Little River Land Surveying and consultations with the Federal Emergency Management Administration (FEMA) regarding the practicality of redevelopment activities within the floodplain on the site, this memo proposes two actions to advance redevelopment consistent with community goals:

- 1) Prepare a Tier 2 Site Plan Review Application to obtain Planning Board approval to elevate priority areas of the parcel above the base flood elevation by adding fill, based on engineering by Olver Associates.
- 2) Issue a Request for Proposals for architectural services to develop renderings of potential development scenarios depicting a relative mix of green space and commercial/residential development for additional community input.

Mr. Richardson said the purpose of these proposed actions are to 1) Eliminate regulatory uncertainty and increase the attractiveness of the Worumbo parcel for potential private sector development partners; 2) Enable the community to provide informed and relevant feedback on development scenarios; and 3) Help inform appropriate land use policy to ensure that future development reflects community priorities. To accommodate the mix of land uses desired by the community, the portion of the Worumbo parcel best suited for development is located adjacent to the railroad tracks that separate the Town-owned parcel from the abutting railroad and DOT Park & Ride. Siting appropriate commercial and/or residential development along the railroad tracks will balance community priorities by protecting a corridor of green space adjacent to the River and maintaining river views from Main Street and the eastern gateway from Topsham on Route 196. Developing the 2.5-acre area (1.5 acres for development and 1 acre for parking) will leave roughly 2 acres for community green space adjacent to the Androscoggin River.

Mr. Richardson explained that many design possibilities are available. Different allowances for building footprints, height, and orientation to the railroad tracks and river will generate different economics, aesthetics, and viewsheds on the site. Alternative locations for access roads, pedestrian pathways, and parking lots relative to green space along the river will create different visitor experiences. To advance public input and good design principles that can be codified through a zoning amendment for the site, architectural renderings are necessary. He requested Council approve:

- 1) Use of up to \$1,500 in Downtown TIF funds as authorized via Council item 2020-34 to engage Olver Associates to develop a fill plan for the portion of the Worumbo site floodplain that is outside the regulatory floodway in order to pursue Planning Board approval via a Tier 2 Site Plan Review

- 2) Release an RFP for architectural services to render development scenarios for public review, including a mix of development, parking, and community green space, and to retain the selected bidder using Downtown TIF funds up to \$7,500.

**COMMENTS:** Councilor Larochelle said if we are going to spend the money, that he wanted the design to scale to show all the crosswalks and everything so when we do meet with the Maine Department of Transportation they can see where the crosswalks are and where the lighting would go, etc. Councilor Fellows said this could be used as sales tools for developers as well. He said for site plan approval this would need to be very specific to help speed things up, but as far as utilities go, a stub to the property is fine; otherwise, we need to develop something like a subdivision, which we might not want to go that far. Councilor Larochelle said the goal is to make it shovel ready. Mr. Richards said he did not know where that line would be, but that he could push as far as possible. Councilor Ward said the intent is to create a baseline vision to show what someone could do with the property to help the Economic Development Director market the property.

**VOTE (2020-214)** Councilor Larochelle, seconded by Councilor Albert moved to approve the use of up to \$1,500 in Downtown TIF funds as authorized via Council Agenda Item 2020-34 to engage Olver Associates to develop a fill plan for the portion of the Worumbo site floodplain that is outside the regulatory floodway in order to pursue Planning Board approval via a Tier 2 Site Plan Review and to release an RFP for architectural services to render development scenarios for public review, including a mix of development, parking, and community green space, and to retain the selected bidder using Downtown TIF funds up to \$7,500. **Order passed - Vote 7-0.**

*Item taken Out of Order – After Executive Session*

## EXECUTIVE SESSION

**VOTE (2020-217, 218, 219, & 220)** Councilor Albert, seconded by Councilor Larochelle moved to go into Executive Session at 9:29 PM per 1 MRSA Section 405(6) (A) Personnel Matters, 6 (C) Economic Development, 6 (D) Labor negotiations, and 6 (E) Consultations with Legal. **Order passed – Vote 7-0.**

The Council came out of executive session at 11:05 PM and the meeting resumed.

## 2020 CDBG HOUSING ASSISTANCE PROGRAM FUNDING AND 2020 CDBG HOUSING GRANT RESOLUTION

**INTRODUCTION:** Mr. Richardson reported in July 2020, the State of Maine's Office of Community Development (OCD) awarded Lisbon a \$1,000,000 CDBG Housing Assistance Grant to support Realty Resources Management's rehabilitation of existing affordable housing units and the development of new affordable housing units at Farwell Mill Apartments. Maintenance and creation of affordable housing units is essential to meet the needs of the Lisbon community. Currently, there is a waiting list for existing affordable units, even as housing costs continue to rise in Lisbon. Realty Resources Management has identified the replacement of 232 windows as the best use of CDBG funds within the broader project budget and building-wide scope of work. OCD has approved the use of CDBG funds for window replacement. Realty Resources will conduct this work in compliance with historic preservation and environmental requirements.

Mr. Richardson requested Council sign the attached Council Resolution to authorize the receipt of the \$1,000,000 Housing Assistance Program grant and the implementation of the project in compliance with all CDBG policies and regulations.

**VOTE (2020-215A)** Councilor Ganong, seconded by Councilor Fellows moved that Council approve and sign the attached Council Resolution to authorize the receipt of the \$1,000,000 Housing Assistance Program grant and the implementation of the project in compliance with all CDBG policies and regulations. **Order passed - Vote 5-2 (Opposed: Albert and Kolbe)**

**VOTE (2020-215B)** Councilor Ganong, seconded by Councilor Fellows moved to authorize the Town Manager to negotiate the terms of a Loan Repayment Agreement with JMC Limited Liability Company for forgiveness of accrued interest on a Promissory Note to the Town dated August 22, 1997, provided that the

outstanding principal of the Note is paid in full to the Town at the time of closing with Maine Housing, and the Town Manager is authorized to take all actions and execute all documents necessary to enter into the Loan Repayment Agreement on behalf of the Town. **Order passed – Vote 7-0.**

**VOTE (2020-215C)** Councilor Ganong, seconded by Councilor Fellows moved to authorize the Town Manager to approve the proposal of Axiom Technologies LLC (“Axiom”) relative to installation and maintenance of HotSpot equipment and the provision of related services; the Town Manager is authorized to negotiate Liability & Access agreements with Axiom and property owners for installation of HotSpot equipment in mutually agreeable locations for the purpose of providing free internet access to public spaces; and the Town Manager is authorized to take all actions and execute all documents necessary to enter into these agreements on behalf of the Town. **Order passed – Vote 7-0.**

**VOTE (2020-215D)** Councilor Ganong, seconded by Councilor Fellows appointed Christopher Rugullies to the Lisbon Development Committee as an Alternate Member term expiring 2022. **Order passed – Vote 7-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported the School Committee is working on creating COVID-19 strategies.
2. Planning: Councilor Fellows reported the Planning Board approved a new Medical Marijuana Business. Councilor Lunt asked about the process for Recreational Marijuana. Council would like to view the MMA Workshop video at their second meeting in January if possible.
3. LDC: Councilor Fellows explained a land banking opportunity and asked Council to support the following motion:

**VOTE (2020-215E)** Councilor Fellows, seconded by Councilor Albert moved to approve the development of a formal Land Banking Process for the Town of Lisbon and to enable the staff to fully develop a system to be finally approved by the Council. **Order passed – Vote 6-1. (Opposed: Kolbe)**

4. Conservation Commission: Councilor Ward reported the commission is marking the park boundaries and developing a park trail map.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said things are going smoothly at the Library and that Mrs. Nadeau is working on doing more video outreach.
8. Water Commission: Councilor Fellows announced that Bill Alexander will be retiring between May and December next year and that the commission is looking for an Assistant Water Superintendent.
9. Finance Committee: Councilor Albert said this committee would meet later on this month.

### B. TOWN MANAGER’S REPORT

Mrs. Barnes reported 108 Thanksgiving baskets (each basket contained a Turkey), along with 12 turkeys were delivered this year which could not have happened without the help of Public Works, members from the Lisbon Falls Christian Academy, Parks & Recreation, and Library. The baskets provided for more than one hot meal. She mentioned she and Chief McGee did ten deliveries. Councilor Albert thanked everyone for helping. He mentioned Mrs. Barnes should be recognized for discovering one resident who had been without heat and for connecting that person with the help they needed to get oil delivered.

Mrs. Barnes announced Kathy Malloy would be retiring on March 5, 2021 next year.

**C. DEPARTMENT HEAD REPORTS – NO COMMENTS****D. COUNCIL GOAL SETTING**

Councilor Ward asked that this item be moved to the January agenda. There were no objections noted.

**APPOINTMENTS****COUNCIL COMMITTEE ASSIGNMENTS**

Councilor Ward asked Councilors to review the Council Committee Assignment list and to get back to him. He suggested this item be moved to the January agenda, too.

**LISBON DEVELOPMENT COMMITTEE - APPOINT ALTERNATE MEMBER TO 2022**

*Item Taken Out Of Order – See Vote 2020-215D Above*

**COUNCILOR COMMUNICATIONS**

Councilor Fellows stated that he was planning to place the Electric Vehicle Charging Station proposal on the January 5 Council agenda. He said they got the proposal back, which needs a little tweaking.

Councilor Lunt thanked the Public Work's crew for their hard work keeping the roads open during the big storm recently. He also thanked the line crews as well; we appreciate the many hours it takes to get these jobs done.

**AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE****EXECUTIVE SESSION**

*Items Taken Out Of Order – After Agenda Item 2020-214 Above*

**ORDER 2020-223 TO ADJOURN**

**VOTE (2020-223)** Councilor Laroche, seconded by Councilor Albert moved to adjourn at 11:16 PM.  
**Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: January 5, 2020