



**TOWN COUNCIL  
MEETING MINUTES  
ZOOM  
JANUARY 5, 2021**

Normand Albert 2021  
Kasie Kolbe 2021  
Allen Ward 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Jeffrey Ganong 2022  
Fern Larochelle 2023

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; Kayla Tierney, Finance Director; and no citizens in the audience.

**GOOD NEWS & RECOGNITION**

Councilor Ward commented on the holidays and wished residents a Happy New Year.

**PUBLIC HEARINGS**

**A. SPECIAL ENTERTAINMENT PERMIT FOR SLOVAK CATHOLIC ASSOCIATION**

Councilor ward opened the public hearing. The public was invited to comment by emailing [award@lisbonme.org](mailto:award@lisbonme.org); No comments were received. The Chairman closed the public hearing.

**B. SPECIAL ENTERTAINMENT PERMIT FOR  
COOMBS MOUNTFORT AMERICAN LEGION POST 158**

Councilor Ward opened the public hearing. The public was invited to comment by emailing [award@lisbonme.org](mailto:award@lisbonme.org); No comments were received. The Chairman closed the public hearing.

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Councilor Ward invited the public to comment by emailing [award@lisbonme.org](mailto:award@lisbonme.org); No comments were received. The Chairman moved on to the next item.

**CONSENT AGENDA**

Councilor Ward asked that **Consent Agenda Item G. Municipal Budget Workshop Schedule**  
Be removed from the Consent Agenda - No Objections Noted

Councilor Ward asked that the Capital Improvement Plan meetings with the Finance Committee be added to this schedule. Mrs. Barnes said if the Capital Improvement Plan were not ready for January, then it would be ready for February. Councilor Ward asked that the two Finance Committee meeting dates be added to this schedule.

Councilor Ward requested the April 23 meeting date with the Planning Board be removed; that date is a holdover date from last year's schedule. He said that meeting with the Planning Board is not actually necessary anymore.

**VOTE (2021-01A)** Councilor Albert, seconded by Councilor Larochelle moved to approve the budget Schedule with revisions: 1) adding the Finance Committee Meetings and 2) reviewing the April 23 date to see if it is necessary.

Councilor Ward asked Councilors, now that the Capital Improvement Plan is 90% complete, if there was anything any Councilors would like to see in a budget. Councilor Fellows said yes, that he wanted to see the lighting addressed at the entrance and exit to Town Hall. The streetlight across the street is not enough light to see by when it is dark.

Councilor Ward said this is going to be a year where budgetary revenue shortfalls at the State and Federal level will play themselves out as this typically falls to a lower form of government that could end up either under-funded or non-funded.

Councilor Albert said it would be easy to say come in flat where there are so many variables like last year that have yet to reveal themselves, but we know they are coming, we just don't know what they will look like, good, or bad, or what that will be. He said let's go into this budget process not with blinders on, but ask Department Heads to prepare the best budget they can at this moment keeping in mind there is going to be a significant shortfall, which makes it more important than ever to prioritize, realizing that some of the bigger asks may be placed on hold. However, all items should be budgeted because these things should be on the Council's radar and in the CIP.

Councilor Larochelle said nothing goes down and everything goes up. He mentioned that last year's last minute cuts in personnel seemed like the Council was pulling the rug out from under everyone. He asked what those personnel costs added up to in overtime, etc. Councilor Fellows requested budgeting for essentials, keeping in mind the sky is not possible.

Councilor Ward recommended budgeting essential services as lean as we can. He suggested Council consider putting staffing levels back into the budget as needed, but that he would also like to see what those personnel markers were from cuts made last year too before deciding where to land. Councilor Albert recommended making sure that all the existing personnel were happy and supported to avoid a mass exodus. Employees should be rewarded for what they do. He said that we need to keep it lean, but we also need to take care of those employees we do have.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

Councilor Kolbe asked that **Consent Agenda Item F. Tax Acquired Property Redemption**  
Be removed from the Consent Agenda - No Objections Noted

Councilor Ward said Councilor Kolbe would not be voting on this agenda item due to a Conflict of Interest.

**VOTE (2021-01B)** Councilor Albert, seconded by Councilor Fellows moved to authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full, or apply for alternative tax sale, by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Ganong and Fellows. Nays - None. Order passed - Vote 6-0-1. (Abstained: Kolbe)**

**VOTE (2021-02)** Councilor Fellows, seconded by Councilor Ganong moved to approve the following:

- A. Municipal Accounts Payable Warrants - \$ 341,395.46
- B. Municipal Payroll Warrants - \$ 209,451.71
- C. School Accounts Payable Warrants – \$ 370,520.37
- D. School Payroll Warrants - \$1,096,597.03
- E. Minutes of December 8, 2020
- H. Wellness Grant - \$2,000 for 2021  
*Motion includes applying and accepting funds from the Maine Municipal Employees Health Trust (MMEHT) 2021 Wellness Grant in the amount of \$2,000*
- I. Liquor Licenses & Special Entertainment Permits for the Slovak Catholic Association & Coombs Mountfort American Legion Post 158
- J. Set a Public Hearing on January 19 for a Renewal Manufacturing Medical Marijuana Establishment License for Crystal Spring Healing Alternatives, LLC
- K. Pole Permit for Pole #31 – West River Road

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

## **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

### **VIDEO DETECTION CAMERA REPLACEMENT (MAIN/CANAL)**

**INTRODUCTION:** Mr. Cyr reported in 2018, A&D Electric installed six (6) controller cabinets, (2) new cameras to replace existing detection devices that were not functional and installed necessary signs, signals, LED's and wiring for the new traffic pattern. A&D furnished the town with equipment that ensured the intersection was operational. This was funded through a MDOT project that is now closed. He said Electric Light, the new contractor for light services made a service call to investigate why the lights were not cycling properly. They found that two (2) cameras were showing poor quality images and reported that two (2) cameras needed replacing for \$10,855. Mr. Cyr said if we were to replace all four (4) older cameras, the cost and components would total \$21,685.

Mr. Cyr said he obtained a quote for \$18,980 for a single 360-degree camera system, which is essentially the same system we had installed this year at the Graziano Square intersection. He said it is more cost effective to replace all six (6) video cameras with the one 360-degree camera system. Mr. Cyr said the town contacted A&D Electric for a quote but A&D did not respond.

Mrs. Barnes said the town reached out to MDOT to see if they had funds to cover the cost of the camera replacement, but we were told they could not help us since the intersection project is now closed.

**COUNCILOR COMMENTS:** Councilor Fellows asked if the 360-degree camera system was adaptable to new pedestrian or traffic flows. Mr. Cyr said yes, and that it can also be controlled remotely, which would save travel time should the camera require adjusting.

**VOTE (2021-03)** Councilor Larochelle, seconded by Councilor Albert moved to approve the purchase and installation of a 360-degree video detection cameras at the Main Street/Canal Street intersection from Electric Light in the amount of \$18,980 to be funded through the Downtown TIF program.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Kolbe, Ganong and Fellows. Nays - Ward. Order passed - Vote 6-1.**

Councilor Ward said he voted no because this item was not budgeted and not in the CIP but completely understand why it needs to be done.

## **PERSONNEL POLICY AMENDMENTS**

**INTRODUCTION:** Mrs. Barnes explained that the personnel policy needs updating primarily to cover the new Earned Paid Leave law that took effect on January 1, 2021. She said some other areas needed cleaning up as well and pointed out the following:

### **Sec. 90-2 Benefit Entitlement**

#### **(a) Definitions**

(3) Changed number of hours from 30 to 21 and added per diem to comply with MainePERS regulations

#### **(b) Benefit Levels**

(1) Full-Time employees and (2) Part-time employees

Added k. Earned Paid Leave

Added i. Earned Paid Leave

(3) Part-time ineligible employees

Added Earned Paid Leave

(4) Current employees

Deleted language as it no longer applies.

Note: The ratio for pro rata benefits...

Changed pro rata benefits bases from 30 to 40 hours to reflect current practice

### **Sec. 90-10 Employees exempt from Fair Labor Standards Act**

## Updated Department Head job titles

## Sec. 90-15 Bereavement leave

Included stepchildren and stepparents under immediate family classification and deleted requirement to attend funeral services as a condition to be eligible for bereavement leave

## Sec. 90-21 Sick Leave

Reduced the monthly accrual from 8 hours to 5 hours due to earned paid leave benefit

## Added Sec. 90-22.5 Earned Paid Leave

Added new benefit language

## Sec. 90-32.5 Longevity Stipend

Changed qualifying years of service from on or before July 1st to anniversary date of service

## Sec. 90-34 (a) Retirement...

Changed 30 to 21 hours and removed and added language

COUNCILOR COMMENTS:

**VOTE (2021-04)** Councilor Fellows, seconded by Councilor Ganong moved to adopt the personnel policy amendments as follows:

## Sec. 90-2. - Benefit entitlement.

(a) *Definitions.*

- (1) Full-time employee means a permanent employee whose regularly scheduled work week is 30 hours or more.
- (2) Part-time benefit eligible employee means a permanent employee whose regularly scheduled workweek is less than 30 hours but more than 20 hours.
- (3) Part-time benefit ineligible employee means any employee, permanent or otherwise, who works a work schedule of less than ~~30~~ 21 hours per week or an employee, regardless of hours worked, who is per diem or temporary, such as a seasonal employee or one who is filling in for a permanent employee who is absent (i.e., workers comp leave of absence) — see Section 90-4.5.
- (4) When classifying employees who work irregular schedules, hours worked per week shall be the average of a four-week cycle.

(b) *Benefit levels.*

- (1) *Full-time employees.* Permanent full-time employees shall be entitled to full participation in the following benefits:
  - a. Sick leave.
  - b. Bereavement.
  - c. Jury service.
  - d. Leaves of absence.
  - e. Holidays.
  - f. Vacation.
  - g. Personal leave.
  - h. Employee assistance program.
  - i. Medical insurance.
  - j. Retirement.
  - k. Earned Paid Leave (Title 26, §637)
- (2) *Part-time employees.* Part-time benefit eligible employees shall be entitled to a pro rata share of the following listed benefits:
  - a. Sick leave.
  - b. Bereavement.
  - c. Jury service.
  - d. Leaves of absence.
  - e. Holidays.

- f. Vacation.
- g. Personal leave.
- h. Employee assistance program.
- i. Earned Paid Leave (Title 26, §637)

In arriving at the appropriate pro rata level of any particular benefit, the part-time employee's regularly scheduled workweek shall be divided by 30. Earned Paid Leave is not subject to pro-ration but is based on hours worked as required by state statute, Title 26, §637. Medical benefits and retirement benefits are not available to this classification of employee.

(3) *Part-time ineligible employees.* ~~Permanent or p~~Part-time benefit ineligible employees shall be entitled to earned paid leave only, according to state statute Title 26, §637. Seasonal employees, as listed in the statute shall not be entitled to any benefits.

(4) *Current employees.* Current employees who work less than 30 hours, but receive medical benefits as of the date of the adoption of this policy, shall be grandfathered from this policy change and shall continue to receive benefits at the same level as received as of the date of adoption.

Note: The ratio for pro rata benefits is on the basis of ~~30 hours rather than~~ 40 hours ~~since full benefits are available to those working 30 hours or more.~~ It should also be noted that there is no pro rata share of medical insurance or retirement. The employee either qualifies for full benefits on these two items or receives no benefits at all.

Sec. 90-10. - Employees exempt from Fair Labor Standards Act.

The salaried employees having the following job titles are considered to be exempt from overtime and certain other provisions of the federal Fair Labor Standards Act because they meet the tests for either executive, administrative, or professional positions:

Town manager.

Parks and Recreation director.

Town Engineer.

Finance director-~~treasurer.~~

Assessor-~~CEO.~~

Public works director.

Code enforcement officer.

Fire chief.

Police chief.

Director of economic and community development.

Library director.

~~Director of solid waste.~~

Town clerk.

Tax collector.

Treasurer.

~~Parks Director.~~

Sec. 90-15. - Bereavement leave.

An employee shall be excused from work with pay for up to five working days because of the death of current spouse or child, including step-children, unless a longer period is approved by the department head and town manager. An employee shall be excused from work with pay for up to three working days because of death in their immediate family, unless a longer period is approved by the department head and town manager. The

term "immediate family" is defined for the purposes of this policy as mother, father, step-parents, sister, brother, grandparents, grandchild, mother-in-law, and father-in-law. An employee shall be granted one day from work with pay for the death of an aunt, uncle, niece, nephew, ~~stepchild, stepparents~~, brother-in-law, sister-in-law, and grandparent-in-law unless a longer period is approved by the department head and town manager. ~~An employee must attend services, if any are held, in order to be eligible for bereavement leave.~~

Sec. 90-21. - Sick leave.

- (a) Sick leave for all full-time permanent employees is earned at ~~eight~~ five hours per month. For employees as of July 1, 2003, sick leave may be accumulated to, but not exceeding, 960 hours of unused sick leave. Any employees hired after July 1, 2003 may accumulate up to 720 hours of unused sick leave. Employees who go an entire calendar year (calendar year from January 1 to December 31) without using sick leave will be granted an additional day of vacation leave to be used at their discretion with approval of the town manager.

Sec. 90-22.5 – Earned Paid Leave

Beginning January 1, 2021 all employees, whether full-time, part-time, temporary, or per diem, but excluding seasonal employees, will accrue one (1) hour of earned paid leave ("EPL") per every 40 hours worked, up to a maximum accrual of 40 hours per calendar year. New employees accrue EPL from their first day of employment but must wait 120 days before being eligible to use EPL. Subject to this waiting period, EPL may be used as accrued for any reason, including for an emergency, illness, sudden necessity, personal reasons, or planned vacation. Employees will be required to give 2 weeks advance notice for use of leave, except in the event of a sudden illness or emergency, in which event employees must make a good faith effort to provide as much notice as is feasible under the circumstances. Employees are required to contact their supervisor before the beginning of their shift to provide notice of a sudden need for leave.

The town reserves the right to grant or deny requests for planned EPL based on undue hardship to the town, such as a significant impact on the town's operations.

All paid time off taken by an employee for whatever reason each year shall be deducted first from the employee's accrued EPL hours. Once accrued EPL hours are used up, an employee may take any remaining paid time off from their allotted sick leave or vacation leave per the requirements of those policies. Employees must use EPL in increments of not less than 1 hour.

EPL will be paid at the base rate of pay (as defined in the Maine Earned Paid Leave law) that the employee received in the week immediately prior to taking the leave.

Accrued but unused EPL may be rolled over year to year in a maximum amount of 40 hours. Because EPL will never exceed a maximum total of 40 hours per year, the rollover of EPL will impact the earning of EPL in the following year. For example, if an employee rolls over 8 hours of EPL from year 1 to year 2, in year 2 they will only earn an additional 32 hours of EPL.

EPL is not paid out if unused by the end of the year or when an employee resigns or is terminated for any reason during the year. If an employee returns to employment with the town within a year, however, their earned EPL will be reinstated. If an employee resigns or is terminated for any reason during the year and has used more EPL than they have accrued, the town may deduct that amount from their final paycheck.

Sec. 90-32.5. - Longevity stipend.

~~For n~~Non-union employees with full-time status and qualifying years of service, ~~on or before July 1 of the fiscal year~~, longevity stipends will be awarded on their anniversary date of service as follows:

05 years... \$1,040

10 years... \$1,560

15 years... \$2,080

20 years... \$2,600

Sec. 90-34. - Retirement; flexible pretax benefits, social security.

- (a) *Maine Public Employees Retirement System (optional)*. The town is a participating district in the Maine Public Employees Retirement System. ~~A permanent An employee whose regularly scheduled work week is 30 who normally works 21~~ hours or more and ~~who~~ is not seasonal or temporary will be offered the opportunity to participate in the system. It is not required that an employee participate—just that the employee be given the choice to participate or not. This is an important decision because the employee's choice to participate or not is permanent for all current and future employment in any position with optional membership with the Town of Lisbon. Employees should be encouraged to contact the PLD Unit at the Retirement System at 1-800-451-9800 for information about the plan before making their election.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

## LAND BANK PROGRAM

INTRODUCTION: Mr. Richardson said during the Lisbon Town Council's meeting on December 8, 2020, Council approved Agenda Item 2020-215E, 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."

Mr. Richardson reported Staff and members of the Lisbon Development Committee researched the options for land banking processes that included both the purchase of distressed properties to accelerate redevelopment and regulatory options to spur redevelopment and protect health and human safety. The creation of a vacant building ordinance or other special regulation remains an option for the future. For the time being, the recommended land bank process described below focuses on property eligibility, authorized activities, property selection and decision-making processes, roles and responsibilities among Town Council and staff, and funding sources to purchase underperforming properties for the purpose of revitalization.

The Economic Development Director recommends approving and adopting the Land Bank Process as outlined below:

"The Lisbon Town Council hereby approves a Land Bank Process (the Process) authorizing Town Staff to identify and pursue opportunities to return vacant, abandoned, and tax-foreclosed properties to productive economic use. "Staff" herein refers to the Town Manager or the Manager's designee.

The purpose of the Process is to enable the Town to assist and accelerate the transition of eligible properties within the Town of Lisbon to value-producing real estate to benefit taxpayers and economic development generally.

Eligible properties for land banking activities include commercial or residential properties that have been vacant, abandoned, tax delinquent, foreclosed, dangerous or blighted for an undue period of time and detract from the value of neighboring properties and/or diminish the safety and quiet enjoyment of neighboring people and passersby.

With Council approval, Staff shall be authorized to acquire, hold, maintain, lease, sell, secure, remediate, demolish, rehabilitate, and/or improve real property within the Town of Lisbon for the purpose of disposing or selling such property in accordance with local priorities.

From time-to-time, Staff will make relevant recommendations to Council and seek Council approval for specific activities authorized by the Process.

Funding to implement the Process shall originate from the sale of Town-owned property, Downtown Tax Increment Financing District fund, or other funding sources as deemed appropriate by Council."

COUNCILOR COMMENTS: Councilor Fellows offered a couple of changes replacing a couple of paragraphs as follows:

Eligible properties for potential land banking activities may include commercial or residential properties. These properties must have been vacant, abandoned, tax delinquent, foreclosed, deemed

dangerous or blighted by town staff and so noted on tax records for the property. Specific selections for this program require no specified time limit before for such designation. The eligibility designation shall be governed by the urgency and specific reason for such certification and by funds availability. Properties deemed dangerous shall have priority.

Funding to implement the process shall originate from sources specifically reserved within the Town Budget Reserve categories for Land Acquisition/Development purposes as identified by the Town Council. Such funds may also be identified in the Capital Improvement Plan.

Councilor Fellows said the whole process will need to go through the town's attorney, but undue period of time is just too vague and the changes offered should help define the program better. Mr. Richardson said the process used would all be done behind the scenes to maintain confidentiality. He mentioned that Council would have an opportunity to challenge or reject an activity based upon a scoring process or layers that could be added later. He recommended for now to keep it simple. Councilor Ward said he would not advocate for a scoring process at this time. He said the town would not want to miss an opportunity to move forward when a situation presents itself. Councilor Larochelle said the program is okay as it is, let us keep it simple, and leave the prioritizing to Mr. Richardson.

**VOTE (2021-05)** Councilor Larochelle, seconded by Councilor Fellows moved to adopt the Land Bank Process with Councilor Fellows suggestions as follows:

"The Lisbon Town Council hereby approves a Land Bank Process (the Process) authorizing Town Staff to identify and pursue opportunities to return vacant, abandoned, and tax-foreclosed properties to productive economic use. "Staff" herein refers to the Town Manager or the Manager's designee.

The purpose of the Process is to enable the Town to assist and accelerate the transition of eligible properties within the Town of Lisbon to value-producing real estate to benefit taxpayers and economic development generally.

Eligible properties for potential land banking activities may include commercial or residential properties. These properties must have been vacant, abandoned, tax delinquent, foreclosed, deemed dangerous or blighted by town staff and so noted on tax records for the property. Specific selections for this program require no specified time limit before for such designation. The eligibility designation shall be governed by the urgency and specific reason for such certification and by funds availability. Properties deemed dangerous shall have priority.

With Council approval, Staff shall be authorized to acquire, hold, maintain, lease, sell, secure, remediate, demolish, rehabilitate, and/or improve real property within the Town of Lisbon for the purpose of disposing or selling such property in accordance with local priorities.

From time-to-time, Staff will make relevant recommendations to Council and seek Council approval for specific activities authorized by the Process.

Funding to implement the process shall originate from sources specifically reserved within the Town Budget Reserve categories for Land Acquisition/Development purposes as identified by the Town Council. Such funds may also be identified in the Capital Improvement Plan.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

## COUNCIL WORKING RULES

**COUNCILOR COMMENTS:** Councilor Ward said Council adopted the working rules at the last meeting without amendments. Councilor Fellows mentioned at the end of their previous discussion Council decided that zoom meetings would not need to be addressed in the working rules since they are only allowed under the Governor's Emergency Executive Order at this time.

## FAMILIES FIRST CORONAVIRUS RESPONSE ACT - LEAVE EXTENSION



**INTRODUCTION:** Mrs. Barnes said earlier this year Congress enacted the Families First Coronavirus Response Act (FFCRA), which requires certain employers to provide employees with up to 80 hours of paid sick leave or up to 10 weeks of partially paid expanded family and medical leave for specified reasons related to COVID-19. The FFCRA was due to expire on December 31, 2020. She said the COVID relief/stimulus law recently signed by the President addresses FFCRA. The law allows employers the choice whether to extend FFCRA leaves (emergency sick leave and expanded FMLA) until March 31, 2021. The law does not give employees a new allocation of FFCRA leave to use. She recommended due to the recent spike in COVID-19 cases in Maine, that the Council extend the leave to those employees who have not exhausted their FFCRA leave benefits.

**VOTE (2021-07)** Councilor Albert, seconded by Councilor Lunt moved to approve the extension of FFCRA through March 31, 2021.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. 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 said he had nothing to report.
3. LDC: Councilor Larochelle said he had nothing to report.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Albert said he had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said he had nothing to report.
8. Water Commission: Councilor Fellows said he had nothing to report.
9. Finance Committee: Councilor Albert said the Finance Committee held a good meeting, appointed Mrs. Ward their Chairman, and set some goals. Items included addressing solid waste/tipping fees and a potential study to consolidate firehouses. He said he was looking forward to their next meeting.

### **B. TOWN MANAGER'S REPORT**

Mrs. Barnes commended Carol LeClair for her assistance with the 2020 Annual Giving Tree project. She also recognized Amy Weirs, Lisa Smith, and Pauline Pelletier for their support bringing packages from the Council Room to families as they arrived and for helping with wrapping some presents that arrived unwrapped.

Mrs. Barnes reported the town provided gifts to around 150 children this year. This program was a huge success.

Mrs. Barnes specifically thanked the School Department for collecting funds to support the Annual Giving Tree Project this year and as a result, the town was able to obtain gift certificates from some local businesses, including Food City who also collected funds with their round up program. She said some families were even in tears as they handed out the Food City gift certificates. She said we could not have done this without everyone's help and thanked all who were involved.

### **C. COUNCILS REVIEW OF 2020**

Councilor Ward reported that from January 1, 2020 to December 4, 2020, the Town Council made much progress on its list of Council Goals and addressed these items listed below:

- Completed 2020 Projects include the following:

1. Transfer Station Compact Trailer
2. Worumbo Mill Site Redevelopment and finalization of VRAP program
3. Pinewoods Road Reconstruction
4. Wastewater Treatment Plant Generator
5. Town Office Drainage and Building Repairs
6. Re-Financed QECB Municipal Lease
7. Davis Street Pump Station and WWTP Chlorine Tank Improvements
8. Lisbon Falls Fire Station Roof Replacement
9. Lisbon Village Sidewalk Corrective Action Plan
10. New LED Message Sign
11. Moxie Plaza
12. Renewed Animal Control Contracts

- The Town Council appointed the following members to the new Finance Committee:

1. Heather Ward, Chair
2. Curtis Lunt, V. Chair
3. Dan Leeman
4. Noly Lopez
5. Jesse Zack

- Lisbon successfully obtained the following grants:

1. 2020 CDBG Façade Grant-\$100,000
2. 2020 CDBG Housing Assistance Grant- \$1,000,000
3. Maine Development Foundation Entrepreneur Grant \$70,000
4. 2020 Municipal COVID-19 Awareness Grant \$50,330.02
5. 2020 Coronavirus Emergency Support- PD \$7,559
6. 2020 CTCL Grant for Elections Support- \$5,000.00
7. 2020 Homeland Security Grant- \$6,518
8. 2020 Municipal Stream Crossing Grant- \$6,000.00
9. Maine Community Broadband Grant- \$2,950

- Council adopted or amended the following ordinances and policies:

1. Chapter 11 Medical Marijuana Establishments
2. Chapter 46 Streets, Article III
3. Chapter 70 Zoning-Add Accessory Dwelling Units
4. Fee Schedules
5. Purchasing Policy
6. New Emergency Ordinance to Promote Public Health and Safety & Business Operations in Village Areas
7. Chapter 14 General Assistance Ordinance

- The Town Report was Dedicated to Carroll Curtis

- Council hosted the town's Second Employee Appreciation Day for employees and their families at Beaver Park.

- Town Council would like to thank the following businesses for their combined investment in our town. He said if he had forgotten anyone, he apologized. He mentioned the following businesses were new, relocated, or have expanded in Lisbon:

New/Relocated Businesses

1. Tina Fox Solutions, 38 Free St
2. Black Bear Weaponry, 11 Hudon Road
3. Clay Haven Studio, 4 Hewey St
4. Martin Asphalt Paving Service, 7 High St
5. Landry's Like New Cleaning and Lawn Care, 14 Fillion St
6. Laiberte Auto Detailing, 61 Lisbon St
7. Align Tattoo, 13 Union Street
8. Pine State Hosting, 40 Beech St

9. Fine Line Lawn Care, 9 Matthew St
10. Paul's Shoe Repair, 350 Lisbon St
11. J Zack & Associates, 15 Pike St
12. Mainely Vintage at #9, 9 Village St
13. Portland Performance, 304 Lisbon St
14. Delightful Hights, 8 Main St
15. Crystal Springs Healing, 1 Upland Road
16. Lisbon Cannabis (Relocated), 5 Canal Street
17. 207 Edibles (Relocated), 5 Canal Street

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

1. Lisbon High School Cheering Team
2. Kids to Parks Day (Proclamation)
3. Childhood Cancer Awareness
4. Lisbon Junior Athletic Leagues 50<sup>th</sup> Season

- Voters approved additional funding on the November Referendum Ballot for the Route 125 MDOT Main Street Project

- Other Miscellaneous Items included:

1. Setting up the Lisbon Beautification Reserve Account
2. Thanksgiving Basket Program
3. 2020 Annual Giving Tree Project

- Council recognized the following personnel changes:

Retiring this year were Elwood Beal, Public Works Operations Manager and Cheryl Garnett, Recreation Department Administrator.

New Appointments welcomed Ryan McGee, as Lisbon's Police Chief.

We said farewell to Marc Hagan, Police Chief, Mike Piela, Public Works Mechanic, and Judy Goddard, General Assistance Caseworker

## **D. COUNCIL GOALS**

Councilors discussed the following goals they set for the year 2021:

- Complete Prior Goals And Projects
- Improve Facilities Management And Maintenance
  - LCIP, Finance Committee Input, Adequate Staff Resources
- Finance Committee Reviews Combined Capital Improvement Plan
  - Greater Scope Of Projects – Vehicles, Equipment, Projects, Infrastructure
  - One Capital Asset Policy
  - Maintenance, Budgeting, Financing Discussions For Operation Improvements
- Lisbon Emergency Contract Renewal & EMS Services
- Public Services Committee For Future Needs Of Lisbon
- Support Green Initiatives To Reduce Lisbon's Carbon Foot Print
- Town Office Entrance And Exit Lighting
- Document Updated Job Descriptions For All Town Positions
- Solid Waste Cost Reduction And Transferring To Use Vs Tax Payers - Finance Committee
  - Explore All Options: Pay Per Bag Scales, Curbside Pick-Up, and Residential Trash Only, Etc.
- Graziano Square And Worumbo Site Plans/Development – Completion
- Town Manager Evaluation And Contract
- Staff Recognition

- Staff Training

## APPOINTMENTS

### COUNCIL COMMITTEE ASSIGNMENTS

Councilor Ward asked for Council member input. There were no changes; assignments are as follows:

<b>Ad-Hoc Committee Name</b>	<b>Council Liaison(s)</b>	<b>Monthly Meeting</b>	<b>Location</b>
Administration/Library	Councilor Lunt	Committee Meets As Needed	TBA
Public Safety	Councilor Larochelle	Committee Meets As Needed	TBA
Public Works/Parks & Recreation	Councilor Kolbe	Committee Meets As Needed	TBA
	<i>Councilor Albert</i>		
School Facility Committee	Councilor Larochelle	Committee Meets As Needed	TBA
	<i>Councilor Fellows</i>		
School Committee	Councilor Albert	2nd & 4th Monday Of Each Mo	Town Office
Planning Board	Councilor Fellows	2nd & 4th Thursday Of Each Mo	Town Office
Water Department	Councilor Fellows	2nd & 4th Monday Of Each Mo	Water Dept.
Lisbon Development Committee	Councilor Larochelle	4th Thursday Of Each Month	Town Office
	<i>Councilor Albert</i>		
Assessment Review Board	Councilor Ganong	Committee Meets As Needed	Town Office
Voter Registration Appeals Board	Councilor Ganong	Committee Meets As Needed	Town Office
Ethics Panel	Councilor Kolbe	Committee Meets As Needed	Town Office
Library Governing Board	Councilor Lunt	2nd Wednesday Of Each Month	Library
Appeals Board	Councilor Ganong	3rd Mon Of Each Mo As Needed	Town Office
Conservation Commission	Councilor Ward	2nd Tuesday Of Each Month	Town Office
Recreation Committee	Councilor Kolbe	1st Monday Of Each Month	MTM Center
	<i>Councilor Albert</i>		
Commercial Revolving Loan Comm	Councilor Lunt	Committee Meets As Needed	Town Office
	<i>Councilor Albert</i>		
County Budget Committee	Councilor Ward	Wed Nights Sept-Oct	County Bldg
	<i>Councilor Lunt</i>		
Finance Committee	Councilor Albert	Last Monday Of Each Month	Town Office

## COUNCILOR COMMUNICATIONS

Councilor Fellows said the Electric Vehicle Charging Station project should be ready for the next Council agenda. It is basically a CMP grant for approximately \$20,000, but more details will be ready for the next meeting.

Councilor Fellows said that a while ago the Council Chairman asked him to put together some information for the Town Manager's annual review. He said he will have this information ready shortly and suggested the Council set a date to review it. He indicated he handed packets out to Councilors previously. He said this should not take more than an hour and recommended holding an Executive Session at a Special Town Council Meeting one week after the January 19 meeting, which would be on Tuesday, January 26 at 6:00 PM at the Town Hall with no vote coming out of executive session.

**VOTE (2021-08)** Councilor Ward, seconded by Councilor Fellows moved to set a Special Council Meeting on Tuesday, January 26 at 6:00 PM for an Executive Session to discuss a personnel matter.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

**AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE.**

Councilor Ward invited the public to comment by emailing [award@lisbonme.org](mailto:award@lisbonme.org); No comments were received. The Chairman moved on to the next item.

**EXECUTIVE SESSION - NONE**

**ADJOURNMENT**

**VOTE (2021-09)** Councilor Fellows, seconded by Councilor Lunt moved to adjourn at 8:40 PM.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved 01/19/2021