



**TOWN COUNCIL
MEETING MINUTES
MAY 4, 2021
LISBON TOWN OFFICE**

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; Mark Stevens, Parks & Recreation Director; Traci Austin, School Committee Chairman; Rick Green, Superintendent of Schools and no citizens in the audience.

GOOD NEWS & RECOGNITION

NATIONAL KIDS TO PARK DAY PROCLAMATION

VOTE (2021-96) Councilor Larochelle, seconded by Councilor Albert moved to adopt the following Proclamation:

WHEREAS, Kids to Parks Day is a national day of outdoor play celebrated annually on the third Saturday of May, which this year falls on May 15, 2021. The day connects kids and families with their local, state, and national parks, and public lands.

WHEREAS, May 15, 2021 is Lisbon's local Fishing Derby Day at Beaver Park; and

WHEREAS, COVID-19 has impacted everyone and has limited our ability to interact with our beloved national, local, and state parks. With this in mind, this year, the town desires to offer in person and virtual fishing experiences [send pictures to Lisbon Parks & Recreation Website]. Our hope is to encourage families nationwide to celebrate the day at local parks and public lands with their household groups or established COVID "bubbles," focusing on close-to-home outdoor spaces and experiences.

NOW THEREFORE, The Lisbon Town Council does hereby proclaim May 15, 2021 as Kids to Parks Day, ACKNOWLEDGING that due to COVID restrictions, the Lisbon Town Council is encouraging all residents to celebrate the day at local parks and public lands with their household groups or established COVID "bubbles."

Order passed – Vote 7-0.

PUBLIC HEARINGS

**A. PUBLIC HEARING FOR THE SCHOOL BUDGET
& SCHOOL CAPITAL IMPROVEMENT PLAN**

The Chairman opened the public hearing. There were no comments by email. The Chairman closed the public hearing and asked Dr. Green if he had anything to present at this time. Dr. Green pointed out since the

February presentation to Council, the School Budget has been decreased by \$562,618.00 or 7.4% and an additional \$345,457.00 or 4.6% has been removed since the March presentation. The total increase to local taxes on the 5/4/2021 subsidy report shows the overall budget has decreased due to the funds anticipated from the American's Relief Funds (ARF) that the town can use as revenue; although additionally ARF funds are to be used to provide instruction and infrastructure support. The Lisbon School Department is well aware that these funds will not be available in the future. Over the last 14 months, the Lisbon School Department has battled through this pandemic and has been able to bring our students back to full in-person instruction classrooms for all except a few weeks after the holiday break.

Dr. Green said he was proud of the Lisbon School Committee, staff dedication, and all the effort put forward to make this year as normal as it could be. He announced this week is National Staff Appreciation week. He recognized and thanked all of Lisbon's staff (teachers and other staff) for their amazing effort. Lisbon should be very proud of their accomplishment, bringing safety to school, staff and students into a safe environment. He thanked the families of our students as well for their support. The data shows our students are testing at or above and have definitely excelled throughout this timeframe. This is because they were in a controlled environment and provided with in-person daily instruction.

Dr. Green mentioned the 10-year history chart has been updated and included the percentages for increases and decreases on a separate page so everyone can see what those percentages are as compared to other years. Overall, this budget will have the second lowest increase to the local taxpayers during this 10-year span, outside of the two years there were decreases. This change was a direct result from use of the ARF funds. He mentioned the \$118,000 typically used from undesignated annually, will stay in undesignated annually to be used in three years to cover the gap created by the ARF funds, which should be closely monitored.

Dr. Green indicated the state's contribution stayed the same. Essential Programs and Services stayed the same. The ED-279 figures received in January have not changed. The total budget including adult education is \$18,119,877.00. The local amount is \$7,790,575.00 or a 3% increase in local taxes.

Councilor Fellows said he recognized the Lisbon School Department has made significant cuts, that he is aware of where these new amounts will be applied, and that he is happy with the 3% increase, because 3% is in line with the Council's February recommendation as an acceptable increase.

Councilor Ward suggested Mr. Cyr include the School's paving parking lot project in the town's RFP to obtain better pricing.

Councilor Albert said he was glad to hear that the Lisbon School Department was planning ahead to hold the undesignated amount in undesignated to cover the ARF gap that would be created in the future. He thanked the Superintendent and School Committee for their hard work.

Dr. Green thanked the Council for their vote last May when the Council supported the additional support staff requested, because that piece significantly contributed to why Lisbon was so successful this year.

Mrs. Austin reported it could have taken the town over 10-years to complete the recent School building upgrades. Dr. Green indicated the School Department was able to upgrade the HVAC system, windows, doors, etc. Mrs. Austin said, to all who were involved with getting that done, kudos. Because we already had a plan, Lisbon could act quickly, which is why we accomplished so much so fast. She said there are projects left on the list to do, but not nearly as many.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2021-97) Councilor Fellows, seconded by Councilor Larochelle moved to approve the following:

- A. Municipal Accounts Payable Warrants totaling \$ 268,726.21
- B. Municipal Payroll Warrants totaling \$ 314,372.11
- C. School Accounts Payable Warrants totaling \$ 81,137.75
- D. School Payroll Warrants totaling \$ 364,961.83
- E. Minutes of April 20, 2021 & Workshop Minutes of April 13, 2021 and April 27, 2021
- F. Renewal Victualer's Licenses for 13 eating-places as follows:
 - 1. *Angelo's*
 - 2. *Bootlegger's*
 - 3. *Canton Pearl*
 - 4. *CN Brown A/K/A Big Apple*
 - 5. *Domino's*
 - 6. *Dunkin Donuts*
 - 7. *EZ Mart Food of Maine, Inc*
 - 8. *Lisbon House of Pizza*
 - 9. *McDonald's Restaurant*
 - 10. *Roadside Barbecue*
 - 11. *Rusty Lantern*
 - 12. *Sam's Italian Foods*
 - 13. *Subway*
- G. Plus the Audit and Fixed Asset Engagement Letters, and to
- H. Schedule a Budget Workshop on May 11 & only one meeting in June on June 22, 2021
- I. CMP Easement for EV Charging Stations

Order passed - Vote 7-0.

SOLICIT BIDS FOR STRIPING

INTRODUCTION: Mr. Cyr is requesting permission to send out RFP's for Road Striping at the earliest possible date. The following streets and roads requested for striping are as follows:

Units of Measure	Feet	Feet		Miles	Miles
<u>STREET NAME</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>		<u>DBL. YELLOW</u>	<u>WHITE</u>
Route 196	31680	63360		6	12
Route 125/Main/Canal	10,560	21,120		2	4
Route 9/Ridge Road	475.2	950.4		.09	.18
Webster Road	10,560	0		2	0
Gould Road	7,920	0		1.5	0
Littlefield Road	7,920	0		1.5	0
Village Street	2,112	4,224		.4	.8
Moody Road	7,920	0		1.5	0
King Road	7,392	0		1.4	0
Upland Road	2,112	0		.4	0
Capital Avenue	1,056	0		.2	0
School Street	1,056	0		.2	0
Pinewoods Road	13,200	0		2.5	0
Ferry Road	25,872	0		4.9	0
Hudon Road	3,696	0		.7	0
River Road	4,224	0		.8	0
Transfer Station	1,056	0		.2	0
Mill Street	5,280	0		1	0
Bowdoinham Road	15,840	0		3	0

VOTE (2021-98) Councilor Albert, seconded by Councilor Ganong moved to authorize the Town Manager and Public Works Director permission to send out RFP's for road striping at their earliest convenience.

Order passed - Vote 7-0.

AUTHORIZATION TO SELL MUNICIPAL EQUIPMENT

INTRODUCTION: Mr. Cyr requested the permission to send to Auctions International 3 items:

1. Used generator from municipal building. This generator was replaced because of malfunctions.
2. 1999 International dump truck with plow headgear and dump body. This truck will not pass for a state inspection and is of no use to us.
3. Old and some new granite curbing. We as a public works department do not install granite curbing and have no need for it.

COUNCILOR COMMENTS: Councilor Ward recommended the town provide pictures of other anticipated items in other departments ready to go after July 1 as well, like the Recreation Department's old lawn mower or snowmobile. Mr. Cyr said the 2004 Truck at Public Works can go, along with the old Forklift.

VOTE (2021-99) Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager to sell Municipal Equipment as follows: Used Generator from municipal building, 1999 International dump truck with plow, headgear, and dump body, and old and some new granite curbing and deposit revenues into the Sale of Town Property Reserve Account. **Order passed - Vote 7-0.**

FEE SCHEDULE AMENDMENTS

INTRODUCTION: Mr. Stevens recommended adjusting the fees in the fee schedule for After School Rec from \$40.00 to \$50.00 per week and from \$10.00 to \$12.00 per day. He recommended adjusting the Before School Rec fees from \$12.00 to \$15.00 per week and from \$3.00 to \$4.00 per day. He indicated these changes are inspired by the minimum wage increases over the past few years and should increase our revenues to keep pace with our programs.

VOTE (2021-100A) Councilor Larochelle, seconded by Councilor Albert moved to adopt the fee schedule changes for the Parks & Recreation Department as follows:

Before school rec	12.00 per week or 3.00 per day 15.00 per week or 4.00 per day
After school rec	40.00 per week or 10.00 per day 50.00 per week or 12.00 per day

Mr. Stevens said he would like to allow Veterans to enter free. Councilor Ward said he would advocate that seniors and handicapped residents be encouraged to use the park as well. After much discussion, the Chairman asked if there was an amendment to the motion.

VOTE (2021-100B) Councilor Ganong, seconded by Councilor Albert moved **Amendment #1** to include Veterans as follows:

<u>Veterans:</u> <u>Yearly Pass</u> <u>Daily Pass</u>	<u>Free</u> <u>2.00</u>
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After more discussion, the Chairman called for a vote on the amendment. **Amendment #1 Voted: Order passed - Vote 7-0.**

The Main Motion as Amended #1 is as follows:

Before school rec	12.00 per week or 3.00 per day 15.00 per week or 4.00 per day
After school rec	40.00 per week or 10.00 per day 50.00 per week or 12.00 per day
<u>Veterans:</u> <u>Yearly Pass</u> <u>Daily Pass</u>	<u>Free</u> <u>2.00</u>

Main Motion as Amended #1 Voted: Order passed - Vote 7-0.

Mr. Stevens recommended the Council adjust the fees for day camps. He pointed out his department will not be offering part-time Summer Day Camps again and that they consider 3-days full time.

VOTE (2021-100C) Councilor Ganong, seconded by Councilor Albert moved to adopt the fee schedule changes for Parks & Recreation's Summer Day Camps as follows:

Summer day camps—7 week session		
a.	<u>Full time summer day camps</u> Resident	450.00 <u>475.00</u>
b.	<u>Full time summer day camps</u> Non-resident	525.00 <u>550.00</u>
c.	1/2 time summer day camps <u>Resident</u>	275.00 <u>325.00</u>
d.	<u>1/2 time summer day camps</u> Non-resident	350.00 <u>375.00</u>

Order passed - Vote 7-0.

Mr. Cyr recommended adjusting the Solid Waste Transfer and Recycling Facility fees. The reason for this request to change disposal fees is due to an increase in tipping fees from Grimm Industries for the disposal of OBW starting May 1, 2021. Currently we are at \$70 per ton. The increase will be \$8.00 per ton for a new total per ton of \$78.00. By averaging prior year's tipping fees per each pickup for OBW, and looking at our current year to date fees paid, the difference is \$2,677 for the year. The increase of disposal fee in Appendix C should help off-set these costs.

Mr. Cyr explained that the Transfer Station is also seeing an increase in household waste (MSW) which may be due from the amount of new homeowners in Lisbon and or general cleaning through COVID. By averaging prior year's tonnage, and looking at Lisbon's current year to date tonnage, he said his department collected about 100 tons more waste, which equals \$7,300 more than the average we paid to dispose of MSW in prior years.

Mr. Cyr requested the Council increase the Transfer Station disposal permits for Residents, Temp Permits, and Commercial Haulers. He indicated the biggest change would be to the commercial haulers. As the Solid Waste Market continues to change, companies all over are continuing to adjust their disposal/tipping fees based on a number of factors including trucking, processing, and increased landfill costs for them, which we must continue to do the same to maintain revenue.

COUNCILOR COMMENTS: Councilor Larochelle said the Council needs to clarify whether this service is a benefit to residents as part of the town or is it to be offset by user fees or a more fair way to go with a pay per bag system.

Councilor Kolbe suggested we offer only residential service and that commercial haulers, etc. take stuff to Auburn.

Councilor Fellows asked, if we offer this service to residents, what percentage do we want to pay for it. He said the town is in a holding pattern right now until we solve this problem. He recommended adjusting the fees as presented, but to charge \$15 for a second vehicle.

Councilor Lunt said the pay per bag system could be worse because it encourages residents to sort, which can cost more right now.

Councilor Albert asked what part of this service could we keep and what fees do we charge to come out even yearly.

VOTE (2021-100D) Councilor Fellows, seconded by Councilor Ganong moved to amend the following Solid Waste Transfer and Recycling Facility fees as follows:

Residential Permit:	
a. Residents	25.00 30.00
b. Business	25.00 30.00
Temporary Permits issued for no more than 6 months:	
a. Residents	25.00 30.00
b. Nonresidents	25.00 30.00

Windows and doors:	
a. Windows	2.00 5.00
b. Doors	2.00 5.00
Shingles:	
a. Lisbon sticker and demo permit from CEO, per yard	25.00 30.00
b. Carpets, 10' x 12'	10.00 15.00
c. All box springs, each	5.00 10.00
d. Mattress, twin and full	5.00 10.00
e. Mattress, queen and larger	10.00 15.00
f. Chairs, each	10.00 15.00
g. Sofas, each	20.00 25.00
h. Wood, per yard	5.00 10.00
Licenses and sticker for access to facility beginning Sept. 1 for one calendar year:	
First sticker for vehicles one ton and under, annually	25.00 30.00
Subsequent vehicles	25.00 15.00
Vehicles over one-ton	75.00 80.00
Commercial Resident hauler	1,000.00 3,000
Commercial Nonresident hauler	1,500.00 3,500
Local contractors, license and sticker issued with an agreement for monthly billing:	25.00 30.00

One-day permits for residents with proof of residency	25.00	30.00
One-day permits for out of town contractors, with a valid demolition permit	25.00	30.00

Order passed - Vote 5-2-0 (Against: Ward and Larochelle).

Councilor Ward said he would like to have the Finance Committee make a recommendation. Councilor Larochelle said he would like to see a 3-month deadline for that recommendation to come to the Council. Councilor Albert agreed with a realistic deadline.

Mrs. Ward explained that the committee only meets once a month, that perhaps they could meet weekly this fall, and that it would be helpful to members to know what the Council's expectation of them would be. She asked what the Council's position is, is this to be a service or self-sustaining revenue generating function; part of your taxes or paid for by user fees. Councilor Ward took a straw poll resulting in five members for part of your taxes and two for paid by user fees. Councilor Ganong suggested it be a mixture of both. When asked whether Councilor's wanted a mixture of both, all raised their hand.

Councilor Fellows offered an October deadline to Council. After some discussion, Councilor Albert offered a December deadline. Councilor Fellows asked that the current Council members vote on this decision prior to leaving office. There were no objections to the October deadline, allowing enough time for the public to weigh in on the issue prior to Council's final decision.

DOWNTOWN TIF DESIGNATION

INTRODUCTION: Mr. Cyr reported the Lisbon's Public Works Department is constructing new parking lots to address the broadly held view that there exists a shortage of parking in the vicinity of Main Street. The new parking capacity under construction will add an important amenity for local businesses, residents, and visitors using the downtown district. New parking lots at Davis Street, Booker Street, and Union Street will add +/- 50 new parking spaces in the Village area. New wayfinding signage will be installed to make the most of the upcoming investment in the new parking lots by assisting visitors and customers to locate available spots.

Mr. Cyr said the cost to construct the new parking lots will total \$28,557.25. Construction of parking lots are an eligible use for Lisbon's Downtown Tax Increment Financing district funding. He explained the breakdown for expenses as follows:

1. Marafi 500X road fabric 5 rolls @\$411 ea. \$2,055.00
2. Concrete blocks for retaining wall.
 - 105 blocks @ \$75ea = \$7,875.00
 - Concrete caps 45 @ \$55ea = \$2,475.00
3. Equipment rental
 - Excavator \$10,040.00
 - Dozer \$2,500.00
 - Roller \$1,450.00
4. Gravel 93 ton 1 1/2" crushed gravel @\$6.25 per ton = \$581.25
5. Stone 93 ton @ \$17.00 per ton = \$1,581.00

Total for 3 parking lots: \$28,557.25

Mr. Cyr requested Council approve the allocation of up to \$28,557.25 from the Downtown TIF account for construction of the new parking lots to support economic development in Lisbon. He indicated that price would not cover the fence needed for the 6-foot wall, which had to be created to finish one parking lot. He reported he would come back to the Council for extra funds once he obtained a price for the fence and installation.

COUNCILOR COMMENTS: Councilor Larochelle asked that no overnight parking signs be placed in the new parking lots. Mrs. Barnes offered to look into whether overnight parking has been addressed by ordinance.

VOTE (2021-101) Councilor Larochelle, seconded by Councilor Albert moved to approve the allocation of up to \$35,000 from the Downtown TIF account for construction of new parking lots to support economic development in Lisbon. **Order passed - Vote 7-0.**

SALT SHED UPDATE

Added Item (No Objections Noted)

Mr. Cyr reported the New Gloucester salt shed metal building is 80' by 120' and should cost around \$195,500 to tear down and around \$100,000 to reassemble. Mrs. Barnes said New Gloucester would like to know as soon as possible if Lisbon is interested in making an offer. Councilor Ward asked Mrs. Barnes to place this item on the May 11 Council agenda for consideration.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Fellows indicated the Planning Board had several items for their next agenda.
3. LDC: Councilor Larochelle indicated this committee would have an update for Council on the Worumbo site shortly.
4. Conservation Commission: Councilor Ward reported their scheduled meeting had been cancelled.
5. Recreation: Councilor Albert said he had nothing new to report.
6. County Budget: Councilor Ward said he had nothing new to report.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said he had nothing new to report.
9. Finance Committee: Councilor Albert said he had nothing new to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the IT switch over to Burgess Technologies is going well. She said she likes working with them. They are quick to respond to our needs. Staff will get training on phishing email scams. Councilor Albert said staff should be checking the barracuda system for emails that might have been thought to be phishing emails when they might not be.

C. LISBON DEVELOPMENT COMMITTEE UPDATE ON WORUMBO MILL SITE

Councilor Fellows reported LDC members have received their first Worumbo Mill Site visionary drawings, which shows what the site looks like as:

Scenario 1: more undeveloped that prioritizes views of the river from the village area and functions as a gateway that connects the Main Street commercial district to community green space at the Riverfront,

Scenario 2: developed according to the zoning requirements showing maximum size building footprints within the development area including 1 bedroom/2 bedroom apartment/condominium construction with retail/dining/service space; and

Scenario 3: which reduces parking requirements and extends greater building height to maximize development square footages and green space conservation, including 1 bedroom/2 bedroom apartment/condominium construction with retail/dining/service/community event space.

Councilor Fellows indicated these drawings are not ready for release to the public until Wednesday, May 12. He said a couple more drawings would include street views by then. He requested a joint public meeting be scheduled with LDC at the Worumbo Site for Wednesday, May 12 if possible. The next LDC meeting for wrapping up will be on Wednesday, May 26 in the tent at Worumbo.

D. PROPERTY TAX ASSISTANCE PROGRAM

Mrs. Barnes explained the two types of State of Maine Property Tax Assistance Programs:

Title 36: Taxation

Part 9: Taxpayer Benefit Programs

Chapter 907-A: Municipal Property Tax Assistance

§6232. Municipal authority

The legislative body of a municipality may by ordinance adopt a program to provide benefits to persons with homesteads in the municipality. A municipality may choose to restrict the program to persons who meet minimum age requirements as long as the minimum is not less than 62 years of age.

1. Conditions of program. Except as provided in subsection 1-A, a program adopted under this section must:

A. Require that the claimant has maintained a homestead in the municipality for a certain period of time, as determined by the municipality; [PL 2019, c. 159, §2 (AMD).]

B. Provide benefits for both owners and renters of homesteads; and [PL 2005, c. 395, §4 (NEW).]

C. Calculate benefits in a way that provides greater benefits proportionally to claimants with lower incomes in relation to their property taxes accrued or rent constituting property taxes accrued. [PL 2005, c. 395, §4 (NEW).]

A program adopted under this section may impose additional standards of eligibility and procedures, as long as those standards are established by the municipality by ordinance.

1-A. Volunteer program. A municipality may by ordinance adopt a program that permits claimants who are at least 60 years of age to earn benefits up to an annual maximum of \$1,000 or 100 times the state minimum hourly wage under Title 26, section 664, subsection 1, whichever is greater, by volunteering to provide services to the municipality. A program adopted under this subsection does not need to meet the requirements of subsection 1, paragraph B or C. Benefits provided under this subsection must be related to the amount of volunteer service provided. Benefits received under this subsection may not be considered income for purposes of Part 8. A municipality may by ordinance establish procedures and additional standards of eligibility for a program adopted under this subsection.

Mrs. Barnes pointed out that tax liens filed on properties in a program cannot be foreclosed upon and the town is paid when the property owner dies. Only six to eight communities in Maine have a program in place. The minimum age requirement for these programs is not less than 62 years of age. You have to maintain your home for a certain amount of time. Benefits are calculated based upon property tax accrued or rent constituting property taxes accrued. These types of programs like General Assistance or Municipal Property Tax Assistance Programs, use up a lot of administration time.

Councilor Larochelle recommended the Finance Committee review this option down the road once they are finished with what is currently on their plate. Councilor Lunt mentioned Monmouth has a program like this, and the town's Finance Committee Chairman has had some experience with the Municipal Property Tax Assistance program.

APPOINTMENTS

LDC APPOINTMENTS

COUNCILOR SEAT RENEWAL TO JANUARY 2022

VOTE (2021-102) Councilor Larochelle, seconded by Councilor Albert moved to re-appoint Councilor Fellows to the LDC Committee to January 2022. **Order passed - Vote 7-0.**

COUNCILOR COMMUNICATIONS

Councilor Larochelle thanked the Public Works crew for putting up the graduation banner. He said it is nice to hear that this year's graduating class has figured out a better arrangement to accommodate more family members in the gym for the ceremony. It may not be normal, but it sounds like it will be more family friendly.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE

EXECUTIVE SESSION

VOTE (2021-103) Councilor Larochelle, seconded by Councilor Albert moved to go into Executive Session per 1 MRSA Section 405 (6) (A) Personnel Matters (labor negotiations). **Order passed – Vote 7-0.**

The Council came out of executive session at 9:59 PM and the meeting resumed.

VOTE (2021-104) Councilor Ganong, seconded by Councilor Albert moved to approve a one-year contract between the Town of Lisbon and the Fraternal Order of Police representing the Police Sergeants to expire on June 30, 2021. **Order passed - Vote 7-0.**

ADJOURNMENT

VOTE (2021-105) Councilor Ganong, seconded by Councilor Fellows moved to adjourn at 10:00 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: May 18, 2021