



**TOWN COUNCIL
MEETING MINUTES
JANUARY 4, 2022**

Mark Lunt 2022
Donald Fellows 2022
Jason Smith 2022
Fern Larochelle 2023
Harry Moore, Jr. 2024
Ray Robishaw 2024
Clifford Miller 2024

CALL TO ORDER. The Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Larochelle, Lunt, Robishaw, Smith, Miller and Moore. Also present were Diane Barnes, Town Manager; Ryan McGee, Police Chief; Jeff Picard, Lieutenant; Kayla Tierney, Finance Director; Ray Schlotterbeck, Deputy Animal Control Officer and Dan Stockford, Esquire, Town Attorney and approximately four citizens in the audience.

VOTE (2022-01A) Councilor Lunt, seconded by Councilor Moore moved to excuse Councilor Fellows absence.
Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION – NONE

PUBLIC HEARINGS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Lisa Ward, Lisbon Development Committee (LDC) Chair said she recently sent an email to the LDC members and other interested parties and indicated she wanted to share it with the Council as well.

Mrs. Ward reported this committee is currently working on a variety of projects, which includes decorative banners to install on light poles along Route 196, Village Street and Main Street; Lisbon's Moxie Hub, which assists entrepreneurs and helps to build small businesses in Lisbon; plus the Worumbo Project and what the future holds for that site. On January 12 LDC is scheduled to hold a meeting that will include representative views on how to approach the future of the Worumbo site. An "ad hoc" group that includes representatives of our community, other committees, Save the View individuals, and Positive Change Lisbon members, will act as a preliminary work group to help narrow down these choices for the LDC members to consider before making their final recommendations to Council.

Mrs. Ward explained that the Ad Hoc group's agenda included the following:

First: Howard Kohn, from The Chesapeake Group, will present four preliminary scenarios based on the recent market analysis. These scenarios include different development levels from "Minimal Development" to "Fully Developed."

Next: The Ad Hoc group would review the preliminary scenarios previously emailed to them to work on. They have been asked to share these scenarios with peers, neighbors, and anyone in the community to gather as much input as possible. This information is also available on the dedicated Worumbo Website at Worumbo.org. This dedicated Ad Hoc group will form the information that the LDC members will present to the Council.

Mrs. Ward said LDC will then ask its committee members, invited guests, and the community at large to bring thoughts and input to the LDC meeting on January 12. They will discuss, brainstorm, and work to prepare the preliminary scenarios. LDC will review the scenarios from this Ad Hoc group and then prepare to submit them to the Council on February 1, 2022.

Mrs. Ward indicated they will present four scenario on February 1 to the Council and, following the approval of the new options, they will have the consultants complete their analysis work for the next step on each scenario during the month of February. Then LDC will finalize and complete all the information needed for the final presentation of

the final four options. This should include Financial Benefit Cost Analysis for each scenario to look at economic impacts, downtown TIFs, and tax incentives. They will, also, include the parking study information, which will be analyzed and reviewed for each scenario so everyone will have a clear picture of the impact for each scenario. The consultants will also create final comprehensive sketches of every scenario so everyone can visualize the final product for each scenario. After that's complete, LDC will send out a mailer to Lisbon residents (in March) asking for input on these four final scenarios. She pointed out that during the review of the Worumbo process it was made very clear to the LDC that a direct mailer was to be used to request input and to ensure that all Lisbon residents would be informed and able to participate. The committee agreed that this opportunity for all to participate would add value and be vital to the success of this project.

Mrs. Ward said and,

Lastly: LDC will have the survey results tabulated and the final results will be presented to the Council, along with the parking study and market analysis information, for a Council vote to decide the future of the Worumbo site.

Mrs. Ward mention, as the town's EMA Director, how important this NIMS Resolution on tonight's agenda is for the Town of Lisbon. She said she endorsed it and encouraged the Council to adopt it as well tonight.

CONSENT AGENDA

VOTE (2022-01) Councilor Lunt, seconded by Councilor Moore moved to adopt the following consent agenda items:

- A. Municipal Accounts Payable Warrants - \$707,024.97
- B. Municipal Payroll Warrants - \$344,167.02
- C. School Accounts Payable Warrants - \$328,565.86
- D. School Payroll Warrants - \$1,408,308.92
- E. Council Minutes for December 7, 2021
- F. Ratify Corrected November 2, 2021 Election Results
- G. Set Public Hearings on Jan 18 for a Medical Marijuana Manufacturing & Retail Store for Crystal Springs & Special Entertainment Permit & Victualer's License for Olive Pit Brewing Company
- H. Temporary Road Postings, which includes authorization to adopt the MDOT State Rules in Chapter 308 for local roads and authorizes the Temporary Road Closures for the following:

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road
King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street

along with Wing Street and Webster Road,
which are posted year around

- I. Wellness Grant that authorizes the Town Manager to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2022 Wellness Grant in the amount of \$2,000.00
- J. Adopt NIMS Resolution as follows:

The National Incident Management System (NIMS) is a system that guides all levels of government as well as non-governmental organizations (NGO's) and private sector organizations to work together to prevent, protect against, mitigate, respond to and recover from all incidents. NIMS provides stakeholders across the community with shared vocabulary, systems and processes to successfully deliver capabilities described in the National Preparedness System (NPS). NIMS applies to all incidents regardless of cause, size, location or complexity. NIMS also integrates existing best practices into a consistent, nationwide approach to incident management, and is applicable to all jurisdictional levels and functional disciplines in an all-hazards context.

Androscoggin County and its 14 municipalities originally adopted NIMS in 2006 as part of [Homeland Security Presidential Directive #5](#) (HSPD-5). HSPD-5 requires all state, tribal and local governments to adopt NIMS as a condition of receiving federal preparedness funds beginning in Fiscal Year 2005. Federal preparedness funds include Homeland Security Grants, Firefighter Grants, and Hazard Mitigation Grants. This does not apply to funds from federal disaster assistance under the Robert T. Stafford Act. Municipalities should maintain NIMS compliance not solely to receive funding, but to support increased awareness and interoperability.

- **NIMS Resolution:** City Administrator/Town Manager please submit the fully executed NIMS RESOLUTION for your municipality. Selectmen/councilors are required to vote/approve and sign the resolution at the next scheduled meeting. Please include the councilor/selectman's printed name in the fillable box below the signature line, see attached.
- **Training:** Chiefs, City Administrator/Town Manager & Directors/Departments Heads: Agencies are required by NIMS to have their staff complete position and discipline specific NIMS training courses and maintain records of the completed training. Please see attached for an updated Crosswalk reference sheet of training required under NIMS.
- **Resource Inventory:** Chiefs, Directors/Department Heads: Please submit an inventory list of deployable resources, including personnel from the following agencies:
 - Fire Departments
 - Law Enforcement
 - EMS Agencies
 - Public Works Departments
 - Water/Sewer Districts
 - School Departments
 - Parks & Recreation Departments

Examples of deployable equipment include vehicles, trailers, portable generators, portable pumps, boats, ATVs, traffic control equipment, light towers, etc. Androscoggin County Emergency Management Agency will type the resources by the specific NIMS definitions to be included in a County Resource Manual to make available to all municipalities. The Resource Manual will be available in both hardcopy and through an online application. Agencies are required by NIMS to have resources typed to assist with resource management and in support of mutual aid agreements.

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

EMPLOYEE SERVICE AWARDS

The Lisbon Town Council recognized and presented the following employees with certificates for their years of service as follows:

5 Year Service Awards

Amelia Tuplin, Bus Driver, Parks & Recreation

Thomas Webster, Treatment Plant Operator, Sewer Department

Zachery Breton, Treatment Plant Lab Technician, Sewer Department

Ray Schlotterbeck, Deputy Animal Control Officer, Police Department

Robert Wood, Firefighter, Fire Department

Alex Therberge, Firefighter, Fire Department

William Alexander , Superintendent, Water Department

Daniel Leeman, Member on Several Boards & Committees

Richard Main, Member on Several Boards & Committees

Christopher Rugullies, Member on Several Boards & Committees

10 Year Service Awards

Roger Bickford, Water Commissioner & Member on Several Boards & Committees

Christopher Kates, Coach, Parks & Recreation

15 Year Service Awards

Traci Austin, Member on the School Committee

Stephen Aievoli, Treatment Plant Superintendent, Sewer Department

Marcel Obie, Transfer Station Operations Manager, Public Works

Jeffrey Carr, Firefighter, Fire Department

Joseph Robitaille, Firefighter, Fire Department

Eric Watson, Firefighter, Fire Department

Jeremy Williams, Firefighter, Fire Department

Joseph Normand, Custodian

25 Year Service Awards

James Lemieux, Firefighter, Fire Department

35 Year Service Awards

Twila Lycette, Town Clerk, Town Clerk & Election Department

40 Year Service Awards

Dana Adams, Firefighter, Fire Department

MDOT ROUTE 125 PROJECT COST UPDATE & USE OF DINGLEY TIF FUNDS

INTRODUCTION: Mrs. Barnes reported the following bids for the Route 125 project were opened on December 15, 2021:

McGee Construction	\$7,527,777
Gordon Contracting	\$7,887,967
St. Laurent & Son	\$8,166,996
Pratt & Son	\$8,884,523
Gendron & Gendron	\$9,856,694

Mrs. Barnes indicated the project has a current shortfall of approximately \$633,000. The Androscoggin Transportation Resource Center (ATRC) committee members will be meeting in January to vote on funding 90% of the shortfall. Lisbon's share of the shortfall is \$63,300. Lisbon has approval from the taxpayers to bond up to \$570,000 for the project. Lisbon's balance can be funded through existing TIF funds.

Mrs. Barnes stated once the Town expends the funds from the Dingley TIF, which would take a couple years, there

would be a balance of \$70,000 until the next commitment, which will be the final commitment going into the Dingley TIF reserve.

VOTE (2022-03) Councilor Lunt, seconded by Councilor Miller moved to approve \$633,300 from the Dingley TIF funds and authorize the Town Manager to sign an agreement with MDOT with the adjusted cost of the project. This appropriation from Dingley TIF Funds supersedes and replaces the authorization for borrowing for this project based on the referendum results of the November 6, 2018 election to fund \$430,000 and to fund an additional amount of \$140,000 on 11/3/2020. **Order passed - Vote 6-0.**

REVIEW COUNCIL RULES FOR SUGGESTED AMENDMENTS

Councilor Larochelle suggested moving this item to the next meeting so all members could be present. There were no objections.

ACCEPT TOWN MANAGER'S RESIGNATION

Mrs. Barnes stated it is with mixed emotions that she inform the Council that she would be leaving her position of Town Manager on January 21, 2022 to pursue the same position in another Municipality.

She expressed her sincere gratitude for the opportunity to have served the Council and our community as Town Manager over the past seven and a half years. She said it has been an honor and a privilege for her and the highlight of her long career in Municipal Government. She thanked the Council for the opportunity to participate and contribute towards vital projects for the Lisbon community and. Indicated in her tenure, she was able to address several significant projects in our community, which have or will result in a great benefit to our residents.

She said it's been a genuine pleasure working for the Town of Lisbon and that she will miss her staff and the citizens here. She wished Council and the Town of Lisbon continued success in all future endeavors, and again thanked everyone for the opportunity to work here.

Councilor Larochelle said the Council appreciated the time she has given Lisbon and all she has done for the Town.

VOTE (2022-05) Councilor Lunt, seconded by Councilor Smith moved to accept the Town Manager's resignation. **Order passed - Vote 6-0.**

CONFIRM APPOINTMENT OF TAX COLLECTOR & TREASURER

INTRODUCTION: Mrs. Barnes explained that she currently holds the titles of Tax Collector & Treasurer. The municipal Tax Collector is appointed to collect all property taxes assessed by the assessors against all real estate and personal property. The powers and duties of the collector are described in Title 36 M.R.S. § 751.766. The statutory guidelines for the office of Treasurer are found in Title 30-A M.R.S. §5601-5604. The general duties of the treasurer are to receive and record all revenues due the municipality and to make necessary disbursements only upon authorization of the Municipal Officers. The Treasurer is responsible for collecting Tax Liens and processing foreclosure notices. The Treasurer is also responsible for Sewer fees and the collection of those fees including lien and foreclosure processing. Both the Tax Collector and Treasurer must be bonded. Once the appointment is made, a recommitment of the outstanding taxes will be made to the newly appointed Tax Collector.

Mrs. Barnes said Mrs. Tierney is already bonded and recommended her for these positions.

VOTE (2022-06) Councilor Lunt, seconded by Councilor Miller moved to appoint Kayla Tierney Tax Collector and Treasure effective 1/13/2022 with an increase of \$5,000 in salary for the added duties and responsibilities of the position. **Order passed - Vote 6-0**

TAX ACQUIRED PROPERTY REDEMPTION

INTRODUCTION: Mrs. Barnes stated the Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding

taxes and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S. § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale. The Town foreclosed on these properties on December 20, 2021 as follows:

Pamela McGuire at 40 Ridge Road, Lisbon, Maine:

2020	\$ 511.30
2021	\$1,242.28
2022	<u>\$ 523.56</u>
	\$2,277.14

VOTE (2022-07) Councilor Miller, seconded by Councilor Lunt 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. **Order passed - Vote 6-0**

LISBON COVID-19 VACCINATION, TESTING AND FACE COVERING POLICY

Mrs. Barnes presented a draft COVID-19 Vaccination, Testing, and Face covering policy. She indicated it complies with state and federal regulations and effects primarily the following:

Purpose: Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Town of Lisbon encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope: This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Town of Lisbon, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All Employees: All employees, both vaccinated and unvaccinated, must inform Town of Lisbon of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 10, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of the second dose when it is obtained.	January 10, 2022 or as soon as the second dose is obtained.
Employees who are not vaccinated.	Mandatory mask wearing	January 10, 2022
	Testing every 7 days	February 9, 2022

Chief McGee stated he agreed with the Town Attorney that the Town needs to have a policy in place to follow the guidelines of the law that is set forth for us and if the Council decides to move forward with this policy, he suggested they follow the quarantining guidelines that just recently changed to five days.

Councilor Larochelle suggested the policy should say the Town will follow the current CDC guidelines to reflect any changes that should happen in the future. Mrs. Barnes offered to make that change.

Councilor Larochelle suggested moving this item to the next agenda to allow time for this change to be incorporated into this policy, plus a full Council would be present. There were no objections.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS - NONE

B. TOWN MANAGER'S REPORT - NONE

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Moore congratulated Jeffrey Picard who was promoted to Lieutenant on December 29. Councilor Larochelle asked Lieutenant Picard how long he has been with the Town. Lieutenant Picard said he has been working for the Town of Lisbon 22 ½ years.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSION

VOTE (2022-10) Councilor Lunt, seconded by Councilor Moore moved to go into Executive Session at 7:45 p.m. per 1 MRSA Section 405(6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session at 8:22 p.m. The Chairman resumed the meeting.

VOTE (2022-11) Councilor Moore, seconded by Councilor Miller moved to appoint Chief Ryan McGee as Interim Town Manager effective January 21, 2022. **Order Passed – 6-0**

ADJOURNMENT

VOTE (2022-12) Councilor Lunt, seconded by Councilor Miller moved to adjourn at 8:25 p.m. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: January 18, 2022