



**TOWN COUNCIL
SPECIAL MEETING MINUTES
MARCH 8, 2022
LISBON TOWN HALL**

Mark Lunt 2022
Donald Fellows 2022
Jason Smith 2022
Fern Larochelle 2023
Harry Moore, Jr. 2024
Raymond 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 6:00 PM.

ROLL CALL. Members present were Councilors Lunt, Larochelle, Robishaw, Fellows (arrived at 6:10 PM), and Smith. Absent were Councilors Moore and Miller. Also present were Ryan McGee, Interim Town Manager; Brett Richardson, Community and Economic Development Director; Kayla Tierney, Finance Director; Mark Stambach, Code Enforcement Officer; Richard Green, Superintendent of Schools; Hayley McCrater, School Department Business Manager; Curtis Lunt, Finance Committee Chairman; Heather Ward, Finance Committee member; Representative Rick Mason; Senator Jeff Timberlake; and approximately 11 citizens in the audience.

VOTE (2022-59) Councilor Robishaw, seconded by Councilor Lunt, moved to excuse Councilors Miller and Moore's absence. **Order passed – Vote 4-0.**

EXECUTIVE SESSION

Item taken out of order with no objections – See action taken at the end of this meeting.

VOTE (2022-62A) Councilor Robishaw, seconded by Councilor Lunt, moved to go into Executive Session at 6:01 PM per 1 MRSA Section 405(6) (C) Acquisition of Real Property or Economic Development. **Order passed – Vote 4-0.**

Councilor Fellows arrived at 6:10 PM.

VOTE (2022-62B) Councilor Lunt, seconded by Councilor Fellows moved to come out of Executive Session at 7:15 PM. **Order passed – Vote 5-0.**

The Chairman resumed the meeting.

GOOD NEWS & RECOGNITION

Representative Rick Mason and Senator Jeff Timberlake presented Town Clerk, Twila Lycette with a State of Maine "Expression of Sentiment" and her family presented her with flowers. Senator Timberlake read the sentiment recognizing Mrs. Lycette for her 35 plus years of service to the Town of Lisbon acknowledging her contributions to the preservation of the history of the Town of Lisbon and for her many years of dedicated service on the State of Maine Archives Advisory Board. Her husband, children, and grandchildren attended. Representative Mason stated "There are no words to express my appreciation." Mrs. Lycette thanked Senator Timberlake and Representative Mason. She said it has been a wonderful job and that she will miss working with everyone. She indicated she enjoyed working with the residents in Lisbon very much, which she will miss.

PUBLIC HEARINGS – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2022-60) Councilor Lunt, seconded by Councilor Fellows moved to approve the Consent Agenda as follows:

- A. Municipal Accounts Payable Warrants - \$ 416,776.04
- B. Municipal Payroll Warrants - \$173,099.45
- C. School Accounts Payable Warrants -
- D. School Payroll Warrants - \$362,467.83
- E. Minutes for March 1, 2022

Order passed - Vote 5-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

SCHOOL BUDGET PRESENTATION TO COUNCIL AND FINANCE COMMITTEE

School Superintendent Richard Green shared the proposed 2022-23 school budget figures and stated it does have a few remaining variables that could still impact the budget both positively and negatively. He included an overview of the financials summarized by the Subsidy Comparison Report dated February 10, 2022.

Dr. Green stated there will be changes so an updated Subsidy Report will be provided to Council to address the actual impact to local taxes. He said the majority of the increases to the budget were the direct result of increases in salaries and benefits. Currently they budgeted insurance at a 9% increase and are prepared to bargain in good faith with the LESP and LEA. Other budget increases are for supplies, contracted services, and insurance. He said many of these variables could have a positive impact on the School's budget, which ultimately would reduce the current increase in local taxes of \$347,875.00.

Dr. Green explained their primary goal is to not only maintain, but to improve their current student programs and services as recent data is now identifying the negative impact that COVID-19 has had on not only our students' academic growth, but also on students and staff's social and emotional needs. Fortunately, the Lisbon School Committee was proactive in trying to address these concerns prior to the pandemic and as a result the School Department has multiple resources available to deal with both trauma and curriculum related needs. The School Department will also be able to utilize federal money (ARF Funds) to help provide resources and supports to both our students and staff as they transition into this next phase. He said they are well aware of the current economic situation facing members of our communities and the additional state subsidy has allowed them to lower the local contribution amount while still providing the same level of services and support. He said they will continue to look at their current programs and services to make sure that they are operating in the most efficient manner. He said they would consider additional restructuring through attrition and other items as addressed through their professional conversations.

Dr. Green explained the Subsidy Comparison Report dated 2/10/2022. He said pointed out the total increase for the Fiscal Year 2022-23 school year is \$790,479.00 with an increase in the local taxes of \$347,875.00. He also included additional areas for potential savings/costs or variables:

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| 1) Anticipated/Actual Resignations
(Restructuring) | 7) LEA/LESP Negotiations (On-Going) |
| 2) Anticipated/Actual Retirements (March 1st) | 8) Nutrition |
| 3) Capital Reserve | 9) Regular Instruction Reserve Account Transfer |
| 4) ESSER I, II and III Funding
(Trauma/Guidance Coaches) | 10) Service Center (WMESC) |
| 5) Gartley Street School | 11) State Funding (Enrollment) |
| 6) Health Insurance | 12) Special Education (Enrollment) |
| | 13) Unanticipated Revenue |
| | 14) Unassigned Fund Balance |

Dr. Green mentioned other notable increases, decreases, and transfers as follows:

- Salaries/Benefits (Salaries \$589,726, 9% Insurance \$174,840)
- Trauma Support Services (50%)
- Supplies 10%-20%

- Maintenance Contract
- MSMA Insurance and
- Purchased Services

Councilor Larochelle asked what the balance was in the School Department's undesignated fund balance account. Dr. Green replied that he would get that information to council. He said that he likes to keep undesignated funds at about \$118,000.00.

Councilor Larochelle asked about the 100 students Dr. Green mentioned had returned and whether they were already existing students. Dr. Green said the School Department was down 150 students and now 100 students have returned. He indicated a lot of those were new students. Enrolled is typically around 1,250 students and 50 more students should bring Lisbon back to that amount.

The Chairman thanked Dr. Green for the information and mentioned the School Department's budget public hearing is scheduled for May 10.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Larochelle said he had nothing to report.
2. Planning: Councilor Fellows said he had nothing to report.
3. LDC: Councilor Smith said he had nothing to report.
4. County Budget: Councilor Lunt said he had nothing to report.
5. Library: Councilor Lunt said he had nothing to report.
6. Water Commission: Councilor Fellows reported that the Water Department is working on the Corrosion Control Project and that the pollution control tanks are to be installed early this summer.
7. Finance Committee: Councilor Robishaw said he had nothing to report.

B. TOWN MANAGER'S REPORT

Interim Town Manager, Ryan McGee stated that the Municipal Budget Presentations will begin on March 15, 2022. He mentioned the CMA Pay Study will also be ready to present on March 15 as well.

C. MAINE BLUES FESTIVAL – KEVIN KIMBALL

Kevin Kimball, representing the Maine Blues Festival along with Mike Bray from Naples, requested Council consider allowing the one-day 2022 Maine Blues Festival, a very successful 15 year old enterprise previously held in Naples. They would like the Festival area to be pedestrian and family friendly. It would be held on Father's Day weekend, Saturday, June 18, 2022. He indicated there would be around 25 to 35 performances. He said Mike Bray is a co-founder of the Festival. They would plan to have a large stage installed in Worumbo Park, fenced off to accommodate ticket sales, a beer tent, and food trucks. He asked about staging some performances on lower Main Street.

Councilor Larochelle explained the Route 125/Main Street construction project, and invited Mr. Kimball and Mr. Bray to the next Council meeting on March 15, 2022, when a representative from the Maine Department of Transportation will be here to do a presentation on the Route 125/Main Street project. He said construction should start in early April 2022. He said there was a Positive Change Lisbon meeting at the Olive Pit yesterday. They were discussing the fact that most Main Street businesses have entrances/exits behind their buildings on private ways. He said questions about the festival could be addressed then. Perhaps the town can ask these contractors to have things cleaned up for such an event. He pointed out that our contract with MDOT includes there would be no construction Moxie weekend so the town could ask about that.

Mr. Kimball asked to borrow storm fencing from the Town. Councilor Larochelle replied yes, and directed Mr. Kimball to set that up with Mark Stevens at the Parks and Recreation Department.

Mr. Kimball said there will be noise past 9:00 PM and asked if he would need a variance for that. Mr. Stambach explained that there is an exception for permitting an event.

Mr. Kimball said the Main Stage would be at the Worumbo Site, it would shut down at 9:00 PM to switch over to the All Star Jam at the Railroad Pub. During the day, he said, they would have acts at Frank's, Olive Pit, and maybe some other places, but that he hasn't spoken with everyone downtown yet. He stated they may need alternate parking and maybe a school bus from the School Department for transporting festival goers. He explained that is how they did it in Naples. He inquired about additional parking that is walkable to the Festival. Mr. Kimball reported he would see that the green space and the event are insured and indicated his vendors are all self-insured.

VOTE (2022-63A) Councilor Smith, seconded by Councilor Lunt, moved to host the Maine Blues Festival in Lisbon and to have Mr. Kimball work with the Parks & Recreation and other town departments on this event. **Order passed - Vote 5-0.**

VOTE (2022-63B) Councilor Smith, seconded by Councilor Robishaw, moved to give permission to the Police, Public Works, and Parks & Recreation Departments to make improvements to facilitate the FY 2022 Maine Blues Festival in Lisbon. Council requested Department Heads come back to the Council if funds are needed. **Order passed - Vote 5-0.**

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Larochelle thanked Mrs. Lycette. He said, although Mrs. Lycette has not heard this very often, Council has appreciated her very much for doing such a great job over the years.

Councilor Larochelle said the Maine Blues Festival should bring lots of business to the businesses downtown during the one day event. He mentioned he was so glad to hear that it would be coming to Lisbon. He said that Positive Change Lisbon will help promote it as well.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSION

Item taken up at beginning of meeting – Action postponed to this part of the meeting.

VOTE (2022-63C) Councilor Robishaw, seconded by Councilor Lunt moved to approve a \$20,000 loan to Little River Coffee at 5% interest for a 5-year term, and to authorize the Interim Town Manager to complete the appropriate legal and documentation process to execute the transaction, based on the Revolving Loan Fund Committee's review and unanimous recommendation. **Order passed – Vote 5-0.**

ADJOURNMENT

VOTE (2022-64) Councilor Robishaw, seconded by Councilor Lunt moved to adjourn at 8:20 PM. **Order passed - Vote 5-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: April 5, 2022