



TOWN COUNCIL MEETING & WORKSHOP MINUTES **APRIL 19, 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 Fellows, Lunt, Larochelle, Smith, Miller, and Moore. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; Mark Stambach, Code Enforcement Officer; Amy Wiers, General Assistance; Steve Aievoli, Sewer Superintendent; Randy Cyr, Public Works Director; Nate LeClair, Fire Chief; Finance Committee members Heather Ward, Jesse Zack, and Curtis Lunt; and approximately 3 citizens in the audience.

VOTE (2022-92) Councilor Moore, seconded by Councilor Fellows, moved to excuse Councilor Robishaws absence.
Order passed – Vote 6-0

WORKSHOP 6PM – BUDGET

A. CODE ENFORCEMENT

Mark Stambach stated there are several new items in the budget. First, non-supervisory employees increased to \$24,606.00, it's designed to incorporate Amy Wiers into the department and includes benefits and the pay structure changes with cost of living adjustment. Second, the office expenses budget line shows an increase of \$325.00 to \$1575.00, there are some one-time expense items that need to be purchased. He explained that the most recent code books here are the 2009 version, they are \$1,000.00 but they need to be updated. He said the new books have explanations and are helpful with compliance. He also included \$200.00 for code inspections.

Mr. Stambach said he included \$150.00 for postage to send notices of land use violations, as well as \$420.00 for cell phone reimbursement. He also that under professional development, due to the number of codes and ordinances, he needs to be recertified on a regular basis. He said Memberships and Dues pays membership, certification and code explanations when needed, through the Maine Building Inspectors.

Mr. Stambach pointed out that he has a used vehicle that is older, so he has budgeted for repairs. He said he split mapping/microfilming with the Assessor's office, it's \$1,000.00 this year.

FY2023 Proposed Budget

ORG	OBI	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12024500	50102	Department Head	\$77,255.00	-\$2,213.00	-2.78%
12024500	50104	Non Supervisory	\$24,606.00	\$24,606.00	100.00%
12024500	50201	Unemployment Costs	\$75.00	-\$21.00	-21.88%
12024500	50202	Workers Comp Insurance	\$2,578.00	-\$175.00	-6.36%
12024500	50210	MEPERS - Employer Share	\$10,390.00	\$2,205.00	26.94%
12024500	50220	Health Insurance	\$19,630.00	\$1,907.00	10.76%
12024500	50230	FICA Employer Costs	\$7,792.00	\$1,713.00	28.18%
12024500	50301	Office Supplies	\$1,575.00	\$1,325.00	530.00%
12024500	50306	Postage	\$150.00	\$50.00	50.00%
12024500	50352	Cell Phone/Allowances	\$420.00	\$0.00	0.00%
12024500	50375	Gas	\$850.00	\$850.00	100.00%
12024500	50401	Professional Development	\$600.00	\$400.00	200.00%
12024500	50402	Dues and Memberships	\$120.00	\$120.00	100.00%
12024500	50501	Vehicle Repairs	\$1,000.00	\$1,000.00	100.00%
12024500	50624	Mapping & Microfilming	\$1,000.00	\$0.00	0.00%
Total 12024500 Code Enforcement			\$148,041.00	\$ 31,767.00	27.32%

Mr. Curtis Lunt asked how many employees are getting the 3% raise. Mrs. Tierney stated there are only a handful, they are the employees who are not getting a raise due to the pay study. Mr. Lunt said it seemed unfair to penalize employees with a low raise because they are already at or above where the pay study puts them. Chief McGee explained that some employees were already where they should be for their wages.

Heather Ward asked if there is a barrier to spending the mapping money. Mr. Stambach said he already received the maps but has not received the bills yet, so we do expect to spend it.

The Chairman thanked Mr. Stambach for his budget presentation.

B. TOWN BUILDINGS

Item taken up out of order after General Assistance.

Chief McGee presented the Town Buildings budget with Mrs. Tierney. He said the wages increased due to the pay study and for janitorial wages due to the pay study. He said the Operating Supplies budget for the Town Office is cleaning supplies. He stated that electricity did not change, we are currently at 73% expended.

Mrs. Tierney said that due to changes to LED lighting and some other things, costs have remained the same. She said it was residential pricing that increased, so we don't see a rise. Also, solar offsets some of our costs.

Chief McGee said phones increased \$1,500.00, sewer \$824.00, and natural gas is up \$3,000.00. He stated building expenses are going up for several reasons. First, the town office will replace thermostats, they are due for replacement. Second, there are ergonomic issues at the front counter, we will be addressing issues so we can prevent future health issues. Third, a building assessment of Town Hall shows some walls have large cracks, that repairs will include jacks and cables to correct the issues that are causing the cracks.

Chief McGee said \$8,900.00 for Repair and Maintenance is for equipment, including replacement of outdated AEDs, which need to be accessible to the public. It's also due to increases to Patriot Mechanical for maintenance. Chief McGee said that currently the department heads are responsible for repairs and maintenance, he is thinking of looking into contracting with a building maintenance company or having a person to fill that position. He said it should be a dedicated position, whether contracted or employed, for someone to assess the buildings and needs.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12051500	50104	Non-supervisory wages	\$16,120.00	\$ 4,871.00	43.30%
12051500	50201	Unemployment Costs	\$75.00	\$ (15.00)	-16.67%
12051500	50202	Workers Comp Insurance	\$527.00	\$ (29.00)	-5.22%
12051500	50230	FICA taxes	\$1,233.00	\$ 373.00	43.37%
12051500	50302	Operating supplies	\$6,500.00	\$ 500.00	8.33%
12051500	50510	Electricity	\$48,000.00	\$ -	0.00%
12051500	50511	Water usage fees	\$2,300.00	\$ 100.00	4.55%
12051500	50512	Telephone	\$10,500.00	\$ 1,500.00	16.67%
12051500	50513	Sewer Expense	\$824.00	\$ 24.00	3.00%
12051500	50514	Heating Fuel	\$16,700.00	\$ -	0.00%
12051500	50515	Natural Gas	\$32,000.00	\$ 3,000.00	10.34%
12051500	50520	Building Expense	\$45,000.00	\$ 25,000.00	125.00%
12051500	50536	R&M: Equipment	\$38,905.00	\$ 8,905.00	29.68%
12051500	50549	R & M Buildings	\$23,000.00	\$ 2,100.00	10.05%
Total 12051500 Town Buildings			\$241,684.00	\$ 46,329.00	23.72%

Councilor Larochelle suggested to add \$20,000.00 to the budget to hire a person to do this for us, whether employee or contracted. He said monthly inspections, checklists, and long term capital planning are needed. This person could check in with department heads to put together a punch list. Councilor Moore added that maybe we could send out an RFP for facility maintenance/management to include ergonomics, ADA, etc.

Chief McGee said he will bring a proposal to the Council. He said he will get some ideas on pricing, add to the budget, and go through the RFP process.

C. BOARD OF APPEALS

Item taken up out of order after Planning Board.

The budget was presented by Mr. Stambach without discussion. He said the Board only meets when needed, it's hard to know how often they will meet.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12021500	50108	Elected Officials	\$789.00	\$ 38.00	5.06%
12021500	50202	Workers Comp Insurance	\$1.00	\$ (1.00)	-50.00%
12021500	50230	FICA Employer Costs	\$60.00	\$ 2.00	3.45%
12021500	50301	Office Supplies	\$50.00	\$ -	0.00%
12021500	50306	Postage	\$50.00	\$ -	0.00%
12021500	50307	Advertising	\$250.00	\$ -	0.00%
12021500	50401	Professional Development	\$140.00	\$ -	0.00%
Total 12021500 Appeals Board			\$1,340.00	\$ 39.00	3.00%

D. PLANNING BOARD

Item taken up out of order after Code Enforcement.

Mr. Stambach presented the Planning Board budget. He said the budget is \$5,250.00, which is \$250.00 over last year's budget to account for Worker's Compensation and raises. He said the office supplies are to prepare for meetings and postage is for sending abutter's notices when needed for public hearings. He said the professional development line is for new board members for MMA training on their responsibilities and duties. He also said Contracted Professional Services is because they are looking for per diem Planning services.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12021600	50108	Elected Officials	\$5,250.00	\$250.00	5.00%
12021600	50202	Workers Comp Insurance	\$14.00	-\$2.00	-12.50%
12021600	50230	FICA Employer Costs	\$402.00	\$20.00	5.24%
12021600	50301	Office Supplies	\$250.00	\$0.00	0.00%
12021600	50306	Postage	\$150.00	\$0.00	0.00%
12021600	50307	Advertising	\$750.00	\$250.00	50.00%
12021600	50401	Professional Development	\$400.00	\$ -	0.00%
12021600	50451	Contracted Professional Service	\$15,000.00	\$0.00	0.00%
Total 12021600 Planning Board			\$22,216.00	\$518.00	2.39%

Councilor Larochelle asked if \$400.00 is enough for professional development. Chief McGee said we will be reaching out to AVCOG for assistance with additional training in future but they don't have a Planner right now. Mr. Curtis Lunt, who also serves on the Planning Board, said there are only one or two new members per year so \$400.00 should be enough. Councilor Larochelle said we want to make sure we have enough funding for development. Mr. Lunt said the Planning Board has failed to be proactive and be able to do more with the comprehensive Plan. He said AVCOG

cannot help us right now, and even though the board has done well with regulatory issues, Planning is where we are lacking.

Mr. Curtis Lunt explained that Ben Smith, at North Star, is who we have worked with before. If we contracted them for Planning it would reduce the learning curve. Councilor Larochelle expressed that we need to have a detailed plan before we bring someone on.

E. ECONOMIC DEVELOPMENT

Mrs. Tierney said this department head's wages are based on the pay study, we have filled the position and the new person will be starting soon.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
17070500	50102	Department Head	\$74,556.00	\$3,581.00	5.05%
17070500	50201	Unemployment Costs	\$75.00	-\$21.00	-21.88%
17070500	50202	Workers Comp Insurance	\$214.00	-\$14.00	-6.14%
17070500	50210	MEPERS - Employer Share	\$7,605.00	\$294.00	4.02%
17070500	50220	Health Insurance	\$3,106.00	\$61.00	2.00%
17070500	50230	FICA Employer Costs	\$5,704.00	\$274.00	5.05%
17070500	50302	Operating supplies	\$9,200.00	\$5,000.00	119.05%
17070500	50306	Postage	\$300.00	\$0.00	0.00%
17070500	50307	Advertising	\$0.00	-\$5,000.00	-100.00%
17070500	50352	Cell Phone/Allowances	\$695.00	\$0.00	0.00%
17070500	50401	Professional employee training	\$3,500.00	\$0.00	0.00%
17070500	50402	Dues and Memberships	\$2,250.00	\$0.00	0.00%
17070500	50406	AVCOG Dues	\$10,466.00	\$841.00	8.74%
17070500	50412	Meal allowance	\$525.00	\$0.00	0.00%
17070500	50413	Mileage/ travel reimbursement	\$1,050.00	\$0.00	0.00%
Total 17070500 Economic Development			\$119,246.00	\$5,016.00	4.39%

Chief McGee stated that the position has been filled by Ross Cunningham who will start on May 2. Chief McGee said he worked on the proposed budget with the previous Economic Development Director. He said \$841.00 increase is for the AVCOG dues because all the AVCOG dues for the whole town come from the Economic Development budget.

Councilor Miller asked if the budget will cover all the training for the new Director. Chief McGee responded that there are some required trainings, that he will look into what is needed for that position.

F. GENERAL ASSISTANCE

Item taken up out of order after Miscellaneous and Community Service.

Amy Wiers presented the General Assistance budget for the Council. She said the budget increased due to tremendous growth. She said this year we are going over budget, so we are increasing the budget. She said the town cannot turn people down for assistance if they qualify. She said heating fuel costs are high and housing is hard to find. She said the need is mostly for oil and propane, but also for rental assistance. She said the guidelines for qualifying come from the State, and a lot of people are out of work due to Covid. She pointed out that one of the requirements for applicants is how they are looking for work and that 70% is reimbursed by the State.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
13031000	50140	Overtime wages	\$2,500.00	-\$2,500.00	-50.00%
13031000	50202	Workers Comp Insurance	\$14.00	-\$2.00	-12.50%
13031000	50210	MEPER5 - Employer Share	\$255.00	-\$260.00	-50.49%
13031000	50230	FICA Employer Costs	\$192.00	-\$191.00	-49.87%
13031000	50301	Office Supplies	\$800.00	\$750.00	1500.00%
13031000	50306	Postage	\$100.00	\$0.00	0
13031000	50352	Cell Phone allowance	\$365.00	\$0.00	0.00%
13031000	50401	Professional Development	\$800.00	\$300.00	60.00%
13031000	50440	General Assistance	\$30,000.00	\$5,000.00	20.00%
Total 13031000 General Assistance			\$35,026.00	\$3,097.00	9.70%

Mrs. Ward asked if 70% is the ceiling, is there a cap and are there other revenues? Mrs. Wiers said there is a cap, even if they don't qualify but we help anyway because they are in need, we can still get the 70% from the State. She said there is also help through the Police Association and Heat Assistance. Mrs. Wiers stated she plans to do more training to find out more and to help more effectively.

Councilor Miller asked if \$30,000.00 is enough. Mrs. Wiers said we can over-expend, and that we have provisions in place for that.

Mrs. Ward asked why there is Overtime but no regular wages. Mrs. Tierney explained we used to share a person with Brunswick, the roles changed and it became an OT situation. Chief McGee further explained that General Assistance will be one of the Assistant Town Manager's jobs, and that Mrs. Wiers will remain a backup for the position. He said it will ultimately be the Town Manager's responsibility, and that Mrs. Wiers has been very dedicated to the responsibilities of the position.

Mrs. Ward asked what the town provides staff for support when there is an emotional toll. Mrs. Wiers said the State has good resources, and the Interim Town Manager has been a good support. Chief McGee said it is very important to keep employees healthy.

G. MISCELLANEOUS AND COMMUNITY SERVICE

Item taken up out of order after the Board of Appeals.

Craig Zurhorst, Community Relations Director for Western Maine Transportation Services, presented information about the Lisbon Connection, which is the bus program in Lisbon. He thanked Councilor Mark Lunt for his support of the program at the county level. He said last year there were 3,023 Boardings, including the Tuesday "Shopper Shuttle" of 402 trips to Lewiston-Auburn and Topsham. He said they have worked to expand service for critical rides which called for 19 critical rides last year.

Mr. Zurhorst said this year the budget is \$45,000.00 for operating costs including wages, fuel and parts. He said they also get some Federal funding. He said Lisbon is prominent in the Androscoggin Transportation Resource Council's report on what is needed in the area, and that the "Blue Line" which is Lewiston to Lisbon to Brunswick went well in its pilot stage. He said riders use the service for work and medical appointments, and that it meets up with other bus lines as well.

Mr. Zurhorst reported that, due to the latest census and the ATRC review, WMTS will need to change from Local to Urban funding. He said the solution may be to engage in conversation with interested Lisbon residents. It would change regular service to the Blue Line and act as a supplement. In other words, someone would call ahead for a ride or connection.

Mr. Zurhorst pointed out that the ridership is still down due to the pandemic but it is getting back to normal. He said interest is growing, and the removal of mask mandates may increase that even more. Fares for 60+ are half-fare, 12-60 are adult fare, 5 and younger are no charge. He agreed that 12-18 year olds are not encouraged to ride without an adult.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(De- crease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
16062000	50442	Transportation services	\$45,000.00	\$ 3,000.00	7.14%
16062000	50650	Historical Society	\$2,000.00	\$ -	0.00%
16062000	50651	LACO	\$1,000.00	\$ -	0.00%
16062000	50652	Memorial Day	\$2,800.00	\$ -	0.00%
16062000	50653	MMA	\$8,687.00	\$ 613.00	7.59%
Total 16062000 Other Public Services			\$59,487.00	\$ 3,613.00	6.47%

Councilor Miller asked if there is anything in place to assist homeless teens with going to school in other towns. Mr. Zurhorst replied there is not at this time.

Councilor Larochelle asked if \$45,000.00 is going to get us the same service we've been getting with the change from Rural to Urban status. Mr. Zurhorst answered they are hopeful it will provide more service and more flexibility so it will actually be an improvement in service.

Councilors Larochelle and Fellows asked about signage in the bus stops and how prospective riders can get information. Mr. Zurhorst said there are no signs in the stops because they didn't stay when they were put there. Councilor Larochelle pointed out that we need information to be on the Town website for stops and schedules. Mr. Fellows said QR codes and URLs are both needed. He also said signage is needed in the bus stops.

Mr. Zurhorst responded that there are six stops in Lisbon and that WMTS can provide new signage where needed, the town will be responsible for the posts and the installation. Councilor Fellows said that new signage and community awareness of the Lisbon Connection would be a great thing for Economic Development to work on. He said he can send website and schedule information to Chief McGee to be added to the website.

Councilor Larochelle thanked Mr. Zurhorst very much for his time.

Mrs. Tierney reviewed the remainder of the miscellaneous portion of the budget. She said the Historical Society, LACO and the Memorial Day Parade reported they remain the same. She said she reached out to Maine Municipal Association for clarification on the dues the town pays. She said although the upcoming fiscal year is based on the highest increase amount, that it won't be more than a 3% increase and the 2023 dues amount will be available in July, so she budgeted for a 3% increase. She said MMA offers training and legal advice in addition to but not in substitution of our legal advisors. She said Moxie is its own fund and does not come from the budget in this area. She said the Moxie Committee develops their own budget, and their fund is completely separate.

EXECUTIVE SESSION

Order 2022-93 - Per 1 MRSA Section 405 (6)(a) Personnel Matters
Item moved to end of agenda.

GOOD NEWS & RECOGNITION

PROCLAMATION – 52ND ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 1st - May 7th, 2022

VOTE (2022-92A) Councilor Fellows, seconded by Councilor Miller moved to adopt the 52nd Annual Professional Municipal Clerks Week, May 1st - May 7th, 2022 as follows:

PROCLAMATION

WHEREAS, the office of the professional municipal clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the office of the professional municipal clerk is the oldest among public servants, and

WHEREAS, the office of the professional municipal clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, professional municipal clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, the professional municipal clerk serves as the information center on functions of local government and community.

WHEREAS, professional municipal clerks continually strive to improve the administration of the affairs of the office of the professional municipal clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the office of the professional municipal clerk.

Now, therefore, we, the Lisbon Town Council, do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our professional Municipal Clerks, Lisa M. Ward, Town Clerk and Lisa B. Smith, Deputy Town Clerk, and to all professional municipal clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Order passed – Vote 6-0.

PUBLIC HEARINGS**A. ADULT USE PRODUCTS MANUFACTURING FACILITY FOR CANNABIS ANGELS**

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE**CONSENT AGENDA**

VOTE (2022-94) Councilor Fellows, seconded by Councilor Moore, moved to approve the Consent agenda as presented.

- A. Municipal Accounts Payable Warrants - \$ 1,151,259.39
- B. Municipal Payroll Warrants - none
- C. School Accounts Payable Warrants - \$ 134,886.21
- D. School Payroll Warrants - \$ 386,784.90 AND
- E. Minutes of April 5 and April 12, 2022 AND
- F. Annual Mobile Home Park Renewals for the following parks:

- Worumbo Park
- Worumbo Estates
- Davis Street Mobile Home Park
- Ridge Road Mobile Home Park
- St. Ann's Mobile Home Park
- Blue Ridge Properties, LLC
- Colonial Gardens
- Gendron's Mobile
- Whispering Pines, LLC

GCP Town & Country LLC

G. Adult Use Products Manufacturing Facility for Cannabis Angels and the Office of Marijuana Policy Authorization Form

To authorize the Interim Town Manager to sign the Maine Adult Use Local Authorization Form for the Office of Marijuana Policy for LNI, LLC and Cannabis Angels and to approve the Marijuana Adult Use Products Manufacturing Facility License for Cannabis Angels.

H. Set a Public Hearing for May 3rd for Off Premise Catering License for Railroad Restaurant & Pub.

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**SOLICIT BIDS FOR FUEL**

INTRODUCTION: Chief McGee said Lisbon participates in the Maine Power Options Fuel program for the supply of fuel oil, propane, diesel and gasoline each year. He said the MPO will pull together pricing for a potential bid for FY 2021-2022 for applicable Town buildings and asked for Council authorization to participate in the program again in order to enter into a contract for the best pricing for the Town.

COUNCILOR COMMENTS: Councilor Larochelle confirmed this is for the Town to have the ability to buy as a group along with other towns in order to get best possible pricing.

VOTE (2022-95) Councilor Fellows, seconded by Councilor Lunt, moved to authorize the Interim Town Manager to participate in the MPO Fuel Program and to enter into a contract for the best pricing.

Order passed - Vote 6-0.

SOLICIT BIDS FOR NEW TRUCK FOR TRANSFER STATION

INTRODUCTION: Randy Cyr said that per the review of the budget last week, we need to get the new truck purchase moving along as soon as possible due to long lead times. He requested to go out to bid to at least to put out the RFP so he can get on the list before they run out of trucks. He said this will allow the purchase of a truck this year. The truck would be paid in the next budget year with delivery in October, there is no money down needed for the purchase. He said Kenworth is already sold out, they were the lowest cost option, Western Star is the next in line.

VOTE (2022-96) Councilor Miller, seconded by Councilor Fellows moved to authorize the Interim Town Manager and Public Works Director to solicit bids for a new truck complete with wet system, to replace the 1998 Sterling at the Transfer Station. **Order passed - Vote 6-0.**

CENTRIFUGE REPLACEMENT PROJECT (FOR THE SEWER DEPARTMENT)

INTRODUCTION: Steve Aievoli stated the sludge de-watering equipment need to be replaced. He said we have \$1.3 million left from the Rural Development grant, he would like to add \$700,000.00 to that for the project. He said he would work with Olver Associates on the design and engineering, and some funding would come from the committed fund balance. He said even if we go over \$2 million, we will come back to the Council. He said there is a time limit to using the rest of the Funds from Rural Development.

COUNCILOR COMMENTS: Councilor Larochelle asked if we can expend this within two years. Mr. Aievoli said we can see it completed at the end of the Route 125 project being done by the State.

VOTE (2022-97) Councilor Fellows, seconded by Councilor Miller, moved to authorize the Sewer Superintendent and Interim Town Manager to work with Olver Associates to complete the engineering and design then send out requests for proposals for the replacement of the sludge dewatering equipment as presented. **Order passed - Vote 6-0.**

SOLICIT BIDS FOR THE FIRE DEPARTMENT PICK-UP TRUCK

INTRODUCTION: Nate LeClair stated that due to long lead times to receive vehicles, we will need to order the new pick-up truck as soon as possible. He requested to solicit RFPs to try to get the truck before winter, and stated money will come from TIF funding. He said a ¾ to one-ton truck can take about eight months. He said the truck will be a traditional pick-up truck.

COUNCILOR COMMENTS: Councilor Larochelle asked what the purpose of the new truck would be. Chief LeClair said it will have several uses, including to transport firefighters, transport equipment, and during service and testing. He said in the past firefighters use personal vehicles. He said it can also be used by the on-duty officer. He also said he will trade in the current vehicle, and is planning for a cost of about \$59,000.00. He assured Council he has reached out to make sure the amount is still good.

Councilor Fellows asked what has prompted the need for a new truck. Chief LeClair said the old truck has over 100,000 miles and has a lot of issues. He pointed out the new truck will be fully warranted.

VOTE (2022-98) Councilor Lunt, seconded by Councilor Fellows, moved to authorize the Fire Chief and Interim Town Manager to solicit bids for the Fire Department Pickup Truck. **Order passed - Vote 6-0.**

OTHER BUSINESS

A. CONSOLIDATED COMMUNICATIONS PROJECT UPGRADE FIBER OPTIC LINES PRESENTED BY MR. SIMON THORNE

Simon Thorne from Consolidated Communications presented information regarding their current project in Lisbon. He said they are bring Fiber Optics for every home in Lisbon, along with neighboring towns. He said the new lines are not affected by the weather. Construction begins on Monday, the project has been going faster than anticipated. He said they typically involve the Road Commissioner and the Police Chief. He continued that they are building as quickly as possible, and offered monthly meetings to work with the Town. He said they will also change their name from Consolidated Communications to Fidium.

Mr. Thorne told the Council the pricing for internet will include different levels, and there are no installation fees or contracts required. He said they reviewed costs and options, and will include mobile home parks. Fidium will send information to residents and members of the community about the new service offering.

Councilors Lunt and Fellows commented that the competition with Spectrum will be good for the residents of Lisbon.

Mr. Thorne said the system is passive, no electricity is required. So if you have a generator or power source you will have internet. He stated Fidium wants to be a partner in the community. There will be hubs for each section of town, on poles about 2 ft x 4 ft, higher up on the poles for safety. He said if there are residents who have concerns when they see the hubs in their neighborhood, they can be moved if needed but they need to know right away. There will be fourteen hubs in Lisbon on regular utility poles, and they expect to be selling service by Fall. He said in case of emergencies they have an Emergency Response Center who can connect with the Police Department.

The Chairman thanked Mr. Thorne for his presentation and the information for the Lisbon community.

MAINE MUNICIPAL ASSOCIATION PROPOSAL FOR TOWN MANAGER SEARCH

Item added to Other Business with no objections from Council.

David Barrett from Maine Municipal Association presented the proposal for Town Manager search. He said MMA has been doing 7-8 searches per year, they do all sizes of towns. He said they offer administrative assistance from beginning to end. The first meeting with Council is an assessment of what the Town is looking for. It gets the Council to start the consensus-building to information for the search, he explained. It will be used throughout the process and is critical. He added that it is done in a public session.

Mr. Barrett said they will next draft and ad, put it out there where the Council wants, and will have cost estimates for that. He said the MMA responds directly, so the candidates will not be calling the Town Office. He said he will sort the resumes with the goal of putting the strongest candidates to the Council. He clarified that he will give the Council the top 50%, not just the top handful. He said he will then re-convene at Executive Session to choose the candidates to be interviewed. He said he will meet with Council prior to the interviews and will prepare interview packets with everything needed for the interviews. He said round one will lead to a second round, and at that time MMA will do background and reference checks. He said MMA will work with the Town to bring a Town Manager in.

Mr. Barrett stated that the only cost besides the one quoted will be advertising and travel expenses for the second round candidates. He explained MMA will do the billing at the end of the process.

Councilor Moore asked what the situation is like with other current and recent town manager searches. Mr. Barrett said he is currently working on three searches. He said there are a lot of vacancies right now, the challenge is for people to re-boot or re-start when they are unsuccessful, it happens now more than ever. He said it took Gardiner a year to find a Town Manager. He said during the pandemic there were triple the resumes, now it's almost back to where it was with about 20-30 applicants and it's a challenge. He stated he reviews every application.

Councilor Moore asked how many re-starts can we expect? Mr. Barrett said it may be a few, we may have to start billing for some additional time. He said in the last 20 searches the advertising is around \$1,000.00, it would be a lot more for newspaper ads but that is a good estimate.

Councilor Larochelle said we have an interview committee to report to Council. He said it is a 10-member committee. Mr. Barrett suggested the Town check with legal on the details of adding a committee.

Councilor Miller asked if there is a lot of negotiating with the eligible applicants. Mr. Barrett said yes, we will need to have an employment agreement. He said there are really no non-compete agreements, not for a town manager position. He emphasized that it is important for the full Council to be at the first meeting.

The Chairman thanked Mr. Barrett for his presentation.

COUNCIL COMMITTEE REPORTS

Item moved to next agenda.

B. TOWN MANAGER'S REPORT

Interim Town Manager McGee stated the Main Street project is well underway. He said the night operations at Route 196 and Main Street will be posted on the website and the Town's Facebook page.

Chief McGee said that over 70 applications were received for the Assistant Town Manager position. He also said he hopes to have the Administrative Assistant hired by the end of next week.

C. DEPARTMENT HEAD WRITTEN REPORTS

Seeing no discussion or questions, the Chairman moved to the next agenda item.

APPOINTMENTS

APPOINTMENT TO VOTER REGISTRATION APPEALS BOARD

VOTE (2022-99) Councilor Fellows, seconded by Councilor Miller, moved to approve the appointment of Martha Poliquin to the Voter Registration Appeals Board. **Order passed - Vote 6-0.**

ACCEPT RESIGNATION OF PLANNING BOARD

ASSOCIATE MEMBER PATRICK MALOY AND APPOINT PLANNING BOARD REGULAR MEMBER PATRICK MALOY TO 2024

VOTE (2022-100) Councilor Fellows, seconded by Councilor Lunt, moved to accept Patrick Maloy's resignation as Associate Member and to appoint Patrick Maloy as a Regular Member of the Planning Board to 2024. **Order passed - Vote 6-0.**

COUNCILOR COMMUNICATIONS

Councilor Miller said that he is working with Jim MacDonnell at Lisbon Emergency to sponsor a monthly CPR/First Aid course for 12-17 year olds at Lisbon Emergency. He said it will have a maximum of 10 students, and they will work with Mark Stevens at the Parks and Recreation Department to recruit. Councilor Miller said he will pay for food and the certification cards, that Lisbon Emergency pays for the training through a grant. There is not a date set yet, he said, because they are still looking for a trainer.

Councilor Fellows said that he heard that CSX was approved to purchase Pan Am. He said he's unsure of what that could mean for Maine and Lisbon specifically, but could affect areas that have railroad tracks.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSION

VOTE 2022-93 Councilor Fellows, seconded by Councilor Smith, moved to go into Executive Session Per 1 M.R.S.A. §405 (6) (A) Personnel Matters at 8:51PM. **Order passed – Vote 6-0.**

VOTE 2022-101 Councilor Fellows, seconded by Councilor Miller, moved to go into Executive Session Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations at 8:51 PM. **Order passed – Vote 6-0.**

VOTE 2022-93A Councilor Fellows, seconded by Councilor Miller, moved to come out of Executive Session Per 1 M.R.S.A. §405 (6) (A) Personnel Matters at 9:20 PM. **Order passed – Vote 6-0.**

VOTE 2022-101A Councilor Fellows, seconded by Councilor Miller, moved to come out of Executive Session Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations at 9:20 PM. **Order passed – Vote 6-0.**

VOTE 2022-93B Councilor Moore, seconded by Councilor Fellows, moved to accept the contract to conduct the Executive Search for a Town Manager with Maine Municipal Association. **Order passed – Vote 6-0.**

ADJOURNMENT

VOTE (2022-102) Councilor Fellows, seconded by Councilor Moore, moved to adjourn at 9:21 PM. **Order passed – Vote 6-0.**

Lisa M. Ward, Council Secretary
Town Clerk
Date Approved: May 3, 2022