



TOWN COUNCIL
MEETING MINUTES
JANUARY 3, 2023
LISBON TOWN OFFICE
6:00 PM

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

CALL TO ORDER. The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:02 PM.

ROLL CALL. Members present were Councilors Cain, Keller, Larochelle, and Moore. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Kayla Tierney, Finance Director; and approximately 12 citizens in the audience.

VOTE 2023-1A Councilor Larochelle, seconded by Councilor Cain, moved to excuse Councilor Robishaw's absence.
Order Passed – Vote 4-0.

Councilor Lunt joined the meeting at 6:04 PM.

VOTE 2023-1B Councilor Larochelle, seconded by Councilor Cain, moved to enter into Executive Session at 6:05 PM per MRSA §405(6)(E) Consultation with Legal Counsel for Council Orientation.
Order Passed – Vote 5-0.

Councilor Fellows joined the Executive Session at 6:07 PM via phone.
Councilor Fellows joined the meeting remotely via Zoom at 7:00 PM.

VOTE 2023-1C Councilor Larochelle, seconded by Councilor Keller, moved to come out of Executive Session at 7:00 PM.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

The Town Manager asked the new Assistant Town Manager, Melanie Alexander, to introduce herself to the Council. Ms. Alexander briefly described her qualifications and experience and thanked the Council for the opportunity to serve Lisbon.

PUBLIC HEARINGS

The Chairman opened the public hearings.

AMENDMENTS TO SEC. 74-151 REVOLVING LOAN FUND (RLF) ORDINANCE

**MEDICAL MARIJUANA RETAIL STORE AND MANUFACTURING FACILITY LICENSE FOR
CRYSTAL SPRING HEALING ALTERNATIVES**

There were no comments. The Chairman closed the public hearings.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS -- NONE

CONSENT AGENDA

VOTE 2023-01 Councilor Larochelle, seconded by Councilor Fellows, moved to accept the Consent Agenda as presented.

- | | |
|--|---|
| A. Municipal Accounts Payable Warrants - \$ 2,213,030.68 | G. Set Public Hearings for Jan 17 th for Medical Marijuana |
| B. Municipal Payroll Warrants - \$ 307,554.34 | Retail Store License for BBB Pharmaceuticals and Liquor |
| C. School Accounts Payable Warrants - \$ 501,791.44 | License/Special Entertainment Permit for Railroad Restaurant |
| D. School Payroll Warrants – \$ 136.25 | and Pub. |
| E. Minutes of December 6, 2023. | H. Road Postings— <i>see explanation below</i> |
| F. Medical Marijuana Manufacturing, Retail Store & | I. Wellness Grant— <i>see explanation below</i> |
| Manufacturing Facility License for Crystal Springs | J. NIMS Resolution |
| | K. Pole Permit – 52 Bowdoinham Rd |

H. Road Postings: The Public Works Director requests authorization to post weight limits for the following roads in their entirety per the State of Maine Statute Title 29-A Section 2395. The duration will be from March 3rd, 2023 through May 1st, 2023. Roads will be posted only within the limits of the Town of Lisbon. This is for any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds.

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

Wing Street & Webster Road are posted year round.

§2395. Ways requiring special protection

1. Right of the Department of Transportation. The Department of Transportation may restrict the weight or passage of any vehicle over any way when, in its judgment, such passage would be unsafe or likely to cause excessive damage to the way or bridge. Nothing in this Title may be construed to restrict or abridge this right.

[RR 1995, c. 1, §26 (COR).]

2. Rules. The Department of Transportation may adopt rules to ensure proper use and prevent abuse of the public ways under the department's jurisdiction whenever those ways require special protection.

Rules adopted pursuant to this section are routine technical rules as defined in [Title 5, chapter 375, subchapter 2-A](#).

[PL 2013, c. 55, §1 (AMD).]

3. Designation by the Department of Transportation. The Department of Transportation may designate state and state aid highways and bridges over which restrictions on gross weight, speed, operation and equipment apply during periods of the year determined by the Department. It is unlawful for any vehicle to travel over public ways with a gross registered weight exceeding that prescribed by the Department and traveling with a load other than tools or equipment necessary for operation of the vehicle.

[PL 1993, c. 683, Pt. A, §2 (NEW); PL 1993, c. 683, Pt. B, §5 (AFF).]

4. Designation by counties and municipalities. County commissioners and municipal officers may designate public ways other than those in [subsection 3](#) and impose restrictions within their respective jurisdictions similar to those made by the Department of Transportation under [subsection 3](#). Any vehicle delivering home heating fuel or organic animal bedding material and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit. A municipality may impose additional restrictions for a vehicle delivering home heating fuel or organic animal bedding material to operate on public ways within that municipality but may not require a permit to operate according to those restrictions.

I. Wellness Grant: Ms. Tierney presented information to the Council for the Wellness Incentive Grant Program. She said one of the benefits provided to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 52 health plan participants. For the 2023 calendar year, the maximum grant application is in the amount of \$2,080.00.

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS & ORDINANCES

APPROVE MAINE MUNICIPAL ASSOCIATION FOR WORKER’S COMPENSATION INSURANCE

INTRODUCTION: Mr. Michalowski explained that he solicited quotes and estimates of a savings of \$6,000.00 with the opportunity to save up to \$40,000.00 by using MMA for Worker’s Compensation insurance. He added that this would be a retroactive ratification since the Town cannot have a gap in the insurance.

VOTE (2023-02) Councilor Larochelle, seconded by Councilor Lunt, moved to authorize the Town Manager to enter into an agreement with Maine Municipal Association for Worker’s Compensation Coverage.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed - Vote 6-0.

WORKER’S COMPENSATION FUND RESOLUTION

VOTE (2023-03) Councilor Fellows, seconded by Councilor Larochelle, moved to adopt the Worker’s Compensation Resolution as presented.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

AMENDMENTS TO CHAPTER 70 ZONING ORDINANCE, SECTION 70-614 BUILDING & PROPERTY MAINTENANCE STANDARDS

VOTE (2023-04) Councilor Larochelle, seconded by Councilor Moore, moved to approve the Amendments to Chapter 70 Zoning Ordinance, Section 70-614 Building & Property Maintenance standards and to set a hearing for January 17, 2023.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

AMENDMENTS TO SEC. 74-151 REVOLVING LOAN FUND (RLF) ORDINANCE — *Second Reading*

VOTE (2023-05) Councilor Larochelle, seconded by Councilor Keller moved to approve the amendments to the Revolving Loan Fund to allow the implementation of a grant program.

Roll Call Vote: Yeas – Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 5-0-1. (Abstain: Cain).

TAX ACQUIRED PROPERTY REDEMPTION

Tax Acquired Property Redemption: The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes and/or Sewer on December 19, 2022. 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/sewer 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.

Name	Location	Map/Lot	Total Owed As of 2/3/2023
Joseph Zarilli/Michelle & Darren Pelletier	30 Woodland Avenue	U08-010	\$ 2,483.96
Nicholas Zegouras	24 Sabattus Creek Drive	U22-011-024	\$ 499.28
George D. & Jill M. Rehfield	15 Wing Street	U26-074	\$3,340.73
Lisa Knight	44 Huston Street Ext	U08-140	\$ 174.53

COUNCILOR COMMENTS: Councilor Larochelle asked Mrs. Tierney if the town is liable for the properties now. Mrs. Tierney said the town is liable since they are already foreclosed. She added that they have been in arrears for 18 months, and for Sewer 6 months to a year.

VOTE (2023-06) Councilor Larochelle, seconded by Councilor Cain, 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/sewer amounts and fees owed on the property in full, or apply for alternative tax sale by the end of the 30-day period of redemption; furthermore to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Keller reported that Len Lednum has been appointed by the School Committee to fill their vacant seat until the next regular election.
2. Planning Board: Councilor Fellows said they met on December 8th. He said they had a First Reading on the Sign Ordinance and relayed the on goings of that meeting.
3. Lisbon Development Committee: Councilor Lunt said he had nothing to report.
4. Conservation Commission: Councilor Moore said he had nothing to report, but he plans to attend the next meeting on January 10.
5. Recreation Committee: Councilor Larochelle said he didn't attend a meeting yet. He said he would like the Council to get an updated list of the committee meeting times and recent minutes.
6. County Budget Committee: Councilor Moore said he plans to attend the January 4 meeting.
7. Library Governing Board: Councilor Keller said now that the Main Street construction is done, it is easy to go in the front entrance. She reported that the library is increasing both children's and senior programs, plus the library introduced a new program to allow patrons to borrow books online.
8. Water Commission: Councilor Fellows said the Water Department continues to chlorinate the Lisbon Falls water as an ongoing project. He said there is a new business manager at the department, and that there have not been any applications for the Water Commission vacancy yet.
9. Finance Committee: Councilor Robishaw was absent.

B. TOWN MANAGER'S REPORT

Mr. Michalowski said McGee Construction plans to resume construction of Main Street in the Spring. He said the Village Street lights are being worked on. He added that new software for the code Enforcement Office will allow cloud permitting, and the Clerk's Office will soon implement Agenda Management software. He said he will announce when they are "live". He also stated that the Budget season scheduling will begin this week.

APPOINTMENTS

CONSERVATION COMMISSION

VOTE (2023-06A) Councilor Larochelle, seconded by Councilor Lunt, moved to re-appoint Allen Ward to the Conservation Commission.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

COUNCILOR COMMUNICATIONS

Councilor Larochelle said it is good to see that the new Public Works salt shed has been completed.

The Chairman asked the Council to send him their notes on Goals and Objectives for 2023. He reviewed the Council's previous Goals and their current status:

1. **Hire a new Town Manager** – Completed, hired Glenn Michalowski.

2. **Fill open staff positions to 100%** – Working towards this goal, in the town office we have filled the following positions this year; Front window clerk, Town Clerk position, Economic and Community Development position, Administrative Executive Secretary to the Town Manager, Public Works Admin Assistant, Assistant Town Manager, Sewer Treatment Plan Admin Assistant, Assistant Finance Director. PW just filled their positions and hired a Mechanic the last week of December.
3. **Add 250 Housing Units** – See Goal #12
4. **Move forward with Public Safety Building** – Port City was contracted and has started the process on seeing the feasibility of a Public Safety building and one fire department. When this report is completed we can move forward with putting together a Public Safety Building Committee, awaiting results of this report.
5. **Recover from COVID Restrictions** – Completed, we removed the Plexiglas at the town office as well as the mask restrictions.
6. **Rejuvenate Lisbon Village** – Working on plan towards this, including redoing roadways and sidewalks on Village Street. Completed gazebo at the Graziano Park.
7. **Review Financial Policies** – Finance Director, Assistant Town Manager and Town Manager, completed updating Purchasing Policy, and working on personnel policies.
8. **Available Town services promotional materials for public awareness**
 - A. Develop Comprehensive Description of Services – Working towards updating CivicPlus.
 - B. Ensure promotional materials are easy to understand – Have increased the use of Facebook, and the Town electronic sign.
 - C. Identify the town's needs for new services – This was done through the meetings between Town Manager, Finance Director and the Department Heads to see what each department in town needs to continue offering great services to the community. This included a new School Resource Officer, a new Fire Fighter, a new Assistant Parks and Recreation Director, a new Public Works Driver/Operator, and lastly removing two part-time employees and adding a fulltime Assistant Library Director to the Library.
 - D. Add a senior tax break to freeze their taxes from going up at a certain age – The state ended up doing this.
 - E. Develop financial documents or charts to show where tax dollars go – Finance Director has made a “dollar” chart which shows where the money goes to and presented it during the making of the budget.
9. **Develop procedure for applying climate study**
 - A. Develop job descriptions with salary ranges – Completed.
10. **Develop more forward-looking Projects/Programs**
 - A. Empower Committees – Have utilized the Planning Board as well as the Finance Committee to address projects that have come about.
 - B. That should take care of issues as they arise.
11. **Revive Downtown Business communication with the Town** – ECD has connected with over 80 businesses and established or improved relations.
 - A. In both villages – Weekly FB posting is town wide. Upcoming Joint promotion project with PCL will be highlighting businesses from both parts of town evenly).
 - B. Develop a list of businesses needs to be met – ECD has this as an ongoing effort. Immediate needs are Main St support during construction and workforce development. ECD has revived FAME loan options for working capital and identified Workforce development grant dollars for local businesses. Info has been shared directly to those businesses. Additionally, ECD has launched a “Jobs in Lisbon” Web page on the town site to help promote living and working locally.
12. **Re-Look at zoning for adding housing units** – ROSII Has been discussed, and other topics are being looked into to include completing the RFP for Planning Services. ECD is working with Codes and Planning Board on all three items below. Additionally, there is concern for additional housing needs to accompany the expansion at Springworks Farm [300+ new employees]. Expect to ramp up and get assistance from Ben Smith (Planner) on this.
 - A. Investigate school system /needs to add more residents into housing units.
 - B. Investigate cost of adding more residents into housing units.

C. Determine how to develop rural and open space areas responsibly.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Norm Albert of Lisbon Falls asked the Council about finding a way to look at and update the town's ordinances. He also asked how our charter needs to change as a result of changes at the state level. Councilor Fellows said the Council needs to look at the charter. Mr. Albert suggested a Charter Commission could do both of these things.

Mr. Cunningham said the Positive Change Lisbon group did a very good job with Very Merry Main Street last month and thanked them for their efforts.

Mrs. Tierney thanked the Giving Tree volunteers for preparing 350 gifts for 45 families. She said they were all very appreciative.

EXECUTIVE SESSION

VOTE (2023-07) Councilor Larochelle, seconded by Councilor Cain, moved to go into Executive Session at 8:14 PM.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

VOTE (2023-07A) Councilor Larochelle, seconded by Councilor Cain, moved to come out of Executive Session at 8:40 PM.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

ADJOURNMENT

VOTE (2023-08) Councilor Larochelle, seconded by Councilor Keller, moved to adjourn at 8:44 PM.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.

Order passed – Vote 6-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: 02/07/2023