



**TOWN COUNCIL
MEETING MINUTES
FEBRUARY 21, 2023
LISBON TOWN OFFICE
6:00 PM WORKSHOP
7:00 PM MEETING**

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 6:00 PM.

ROLL CALL. Members present were Councilors Cain, Fellows (remote attendance), Keller, Larochelle, Lunt, Moore, and Robishaw. Also present were Glenn Michalowski, Town Manager; Garrett Mason, County Commissioner; Kayla Tierney, Finance Director; Ross Cunningham, Economic & Community Development Director; and approximately 7 citizens in the audience.

WORKSHOP

County Commissioner Garrett Mason attended the workshop to provide the council with information about the County Commission and to answer questions they might have. He said he was elected to District 4, which is Sabattus, Lisbon and Wales. He explained that he and his family are right here in Lisbon, and that he was appointed to the Commission to fill a vacancy and then was elected in the last election to finish the two years left in the term.

Mr. Mason gave an overview of County government and how it is different in Maine from other states. He said here in Maine it is a facilitator for State government, and includes the Sheriff's Department, the Registrar of Probate, and the Registry of Deeds.

Mr. Mason said there is a lot going on in the County right now, the biggest thing is the Center Street (Auburn) property, to replace the old infrastructure and hazardous conditions in the old County buildings. He urged the Council to call on him any time.

The Chair thanked Mr. Mason for coming and asked Councilors to present their questions for him.

Councilor Larochelle said this is the first time the Town has had the opportunity to have a Commissioner come speak to the Council. He asked if Mr. Mason had any insights into the Lisbon Dispatch as it relates to 911 and PSAP (Public Safety Answering Point). Mr. Mason said that it is an ever-evolving issue that began before he came on board with the Commission.

Councilor Larochelle asked if the 911/PSAP dispatch would move to the new building in Auburn. Mr. Mason affirmed that, and explained that the Subaru building was part of a 5-year study and was number one of the top three sites studied. He said it comes with income-producing properties, and costs the taxpayers a minimal amount because of that. He said it is also close to "dark fiber", so it is excellent for communications and information sharing.

Councilor Larochelle said the Council was encouraged by having him visit, saying the Council votes for budget committee members and doesn't know anything about them. Mr. Mason said the Budget Committee is chosen in the late Spring/early Summer. He said there are two members per district on the committee.

Councilor Lunt asked what the current state of the County budget is. Mr. Mason said the recent County Administrator has left. He had made promises and it made it a difficult budget season. He said of the \$17 million budget, over \$10 million is raised thru taxes. He said it is based on State valuation, and Lisbon is currently 8% below that. He said there are concerns from the last budget, ARPA (American Rescue Plan Act) funds were used to fund ongoing projects, so we will need to make some post-COVID changes.

Councilor Robishaw asked Mr. Mason what his role in making sure Lisbon gets what it should be, and if communication is in place. Mr. Mason replied that Lisbon is unique, it is not a city, but it is not a small town. He said Lisbon takes care of its own services and it is becoming a popular place to live. He stressed that the County can play a very limited role with respect to Lisbon, that the question may soon be, how can Lisbon help the County? He explained there is no or very limited control over several factors, but communication is important. He said he is happy to come in to give updates on a regular basis.

Councilor Moore asked how much in ARPA funds the County received. Mr. Mason said \$21 million, half for lost revenues and half for projects to benefit the community. He said all counties nationwide were treated the same, and that Androscoggin County has been slower in allocating the funds than others in Maine. He explained that Federal guidelines have changed. He went on to say the County building is very old and inefficient, that the Register of Probate's office recently had floors reinforced due to the weight of the filing cabinets. He said there are a lot of projects, the biggest is the Center Street project.

Councilor Moore asked if there is enough money to do what is needed to complete the Center Street project. Mr. Mason said much more work needs to be done, they are still not sure whether it will be a County building or for the Sheriff. He said they are not able to move on to the next step due to the City of Auburn. He said we don't know what the issue is, really, because it's a wonderful opportunity for the City of Auburn to have a police presence on that section of Route 4. He said it is zoned for city government, the Fire Department is across the street, it would be a good place for the County and also for the officers.

Councilor Robishaw noted that Auburn is dragging their feet and costing Androscoggin County money. He stated we need to find out the reason why Auburn is not helping. Mr. Mason assured the Council that the Commission is trying to find out. He said they are open to resolution, but the City of Auburn has had successive 6-month moratoriums. He said finishing the project would move the County light-years forward.

Councilor Larochelle asked what kinds of revenues were lost during COVID. Mr. Mason said deeds, prisoner transfers etc, and will find out more if the Council is interested. He also said there are still some ARPA funds to allocate, and there have been a lot of presentations. He said some applicants do not qualify under the ARPA guidelines.

Councilor Cain asked what Mr. Mason, as Lisbon's representative to the County Commission, can do for the town. Mr. Mason said one thing is the County Jail. But it's a difficult budget and we rely on the State for funding through prisoner transfers. He said the Jail funding needs to be watched closely. He added that for PSAP charges, since Lisbon takes care of itself with its own dispatch and Police department, he spends a lot of time advocating for Lisbon. He also said that the County building is 160 years old, it is in very bad shape.

Mr. Michalowski thanked Mr. Mason for coming to talk with the Council. He mentioned he is used to a different structure of government, and asked if there is an easier way to handle deeds. Mr. Mason said each County has its own methods.

Councilor Fellows asked about the equity of policing, since Lisbon has a Police department, unlike other towns. He pointed out that the County is obligated to provide it, and it is shared with the State. He asked if, since the State is making changes, the town can decide to have additional policing from the County? He said Poland recently signed a contract with the Sheriff's department. Mr. Mason said that is out of his control.

Mrs. Tierney said right now we're in the budget process and we see a 5% PSAP increase and a 10% County increase. She asked how those amounts are derived. Mr. Mason said PSAP cost is determined by population. He offered to come to a budget meeting for more information. Mrs. Tierney asked what the taxpayer's money goes to at the County level. Mr. Mason said Lisbon is unique because we don't use services as much as we could; we make decisions that are best for Lisbon. He said Lisbon uses the Registry of Deeds, there is a lot of buying and selling in Lisbon right now. He said the County provides Probate services, a Historical Society and the County Jail.

Mr. Moore asked if it is true that an ARPA consultant was hired. Mr. Mason confirmed a consultant was hired and is required because there are a lot of guidelines to follow correctly and we need to have legal backup.

Mr. Mason provided all the Councilors with his personal email address and invited them to contact him for any additional questions or needs.

Item 9D was taken out of order:

TRAFFIC CONTROL FOR THE 2023 CONSTRUCTION SEASON

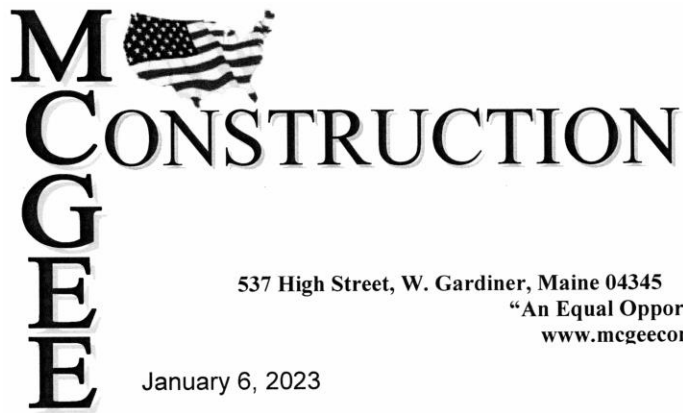
Mike McGee from McGee Construction handed out the Phase 2 Schedule for the continuation of road work on Main Street/Route 125. He said they are taking safety factors for both the construction workers and the public into consideration. He said they will use some automated devices (lights, etc.) controlled by personnel for safety and traffic flow. He said only two side streets don't have another access route so they will use metal plates the vehicles can drive over to make sure they can get to their streets. He said most of the streets have secondary access other than Main Street.

Mr. McGee assured the Council that they will continue to do 2-week "look-aheads" to keep the Schools up to date for bussing purposes, and they can meet with the facilities director as well, if needed. Councilor Moore asked Mr. Michalowski to make sure the Police Chief is in the loop, as well. Mr. McGee said he will be sure to connect with the Town Manager and the Police Department, as well as the School Department.

Mr. McGee said the start date for work is March 20, for preliminary work. He said last year there were water disruptions, so this year they will install temporary availability. He said they are a little behind schedule due to some of last year's disruptions by about 1000'. He said they will try to make up as much as possible, and the Sewer Department is getting them more information for a smoother start.

Councilor Keller mentioned the curbs on Main Street are very high on the portion that was done last year and that some of the final product wasn't communicated to us very well. Mr. McGee said it is an 8-1/2" reveal right now, but that leaves room for the overlay later on. The final layer will bring it to 7", but they prefer to do the whole stretch at once. He said they can look at doing part of it sooner if needed. Councilor Keller said some of the final product expectations weren't communicated to us. Mr. McGee said MDOT did the design, McGee Construction is maximizing the design.

Councilor Larochelle pointed out that the striping has worn off and it is difficult to see where they are with the snow, cars are parking there and blocking the crosswalk. Mr. McGee said they already have re-striping in the plans and he will have DOT follow up on the visibility of the crossing areas.



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January 6, 2023

Shane Amoroso
64 Mountain View Drive
Peru, Maine 04290

Reference: Lisbon – Highway Reconstruction (WIN: 014862.00)
Traffic Control for the 2023 Construction Season

Shane,

McGee Construction has been looking ahead at the work in Lisbon for the 2023 Construction Season along Main Street (Route 125). There are a number of side streets that McGee Construction will be working in front of during the course of the work, which are Earle Street, Willard Street, North Street, South Street, Douglas Street, Bibber Street, Hewey Street and Huston Street. To complete this work in the safest and most efficient manner McGee Construction would like to propose the closure of the Main Street end of these roads to traffic while the crews are in the vicinity of them (80' to 100' either side). These closures will prevent traffic from entering onto Main Street (Route 125), or exiting off of Main Street (Route 125) at each respective side street. Each of these streets have an outlet to/from another street that has access to/from Main Street (Route 125). McGee Construction feels that most locals will travel the back streets to avoid the immediate construction area each day, so the closures will be more of a notification formally to show where the immediate work areas are.

McGee Construction will also be working in front of David Street and Sparsam Street this upcoming 2023 Construction Season. These two (2) streets are different than the ones listed above because these streets do not have outlets onto other streets. McGee Construction will have road plates readily available to set in place to allow traffic to pass over the ongoing work to access these side streets. There will be a slight delay in access across the work area when McGee Construction is in front of these streets.

The McGee Construction management group on site (Superintendent and Utility Foreman) will be in communication with the residents along these two (2) streets as well as each individual resident with a private driveway along Main Street (Route 125) to communicate the work schedule with these residents. This will be needed to try to coordinate access to limit the delays that will take place during the upcoming work in the Spring.

McGee Construction would like to schedule time in front of the Town Council to review the upcoming 2023 Construction Season. This will give McGee Construction time to present the traffic control ideas that we have and to receive comments back as to how to improve on the traffic control needed for the upcoming work.

Sincerely,

Tom Linindoll

Tom Linindoll, Project Manager

GOOD NEWS & RECOGNITION

Councilor Larochelle said he'd like to recognize the Recreation Department staff, other departments, and Lisbon businesses who helped make the Fundraiser for the two families who were displaced by fire recently successful. He said a total of \$3800 was raised for the families and it is a credit to the community that everybody came together to help their neighbors.

PUBLIC HEARINGS**AMENDMENTS TO DIVISION 5, SIGN ORDINANCE**

The Chairman opened the Hearing.

Ray Payne, part owner of River Driver Cannabis, said his building has three visible sides, two are visible from Route 196. He said the new Ordinance says two signs are allowed per building. He also pointed out that his business has room or space for three businesses. He stated he is concerned over only being able to have two signs and he is looking for direction regarding the new Ordinance.

Paul Griesbach, of Main Street, Lisbon Falls said he is concerned about Section 65, which references mounted signs on historic buildings. He said they are usually smaller, we need to look more carefully and reconsider. He said the size of signs has increased; compared to 2000 ordinance in Lisbon Village they went from 24 to 40 square feet [see response later]. He asked Council to take a look at that.

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

VOTE (2023-31) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the Consent Agenda with item Liquor License for Olive Pit Brewing removed.

- A. Municipal Accounts Payable Warrants - \$ 1,036,956.39
- B. Municipal Payroll Warrants - \$ 200,453.37
- C. School Accounts Payable Warrants - \$ 90,060.91
- D. School Payroll Warrants – \$ 378,780.21
- E. Approve the Minutes of February 7th
- F. Set a Public Hearing for March 7th for Special Entertainment & Liquor License for Flux Restaurant and for a Liquor License for Olive Pit Brewing
- G. Road Closings for Memorial Day Parade & Waive Banner Fee – American Legion Post 158 & Post 66

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

Order passed - Vote 7-0.

ITEM REMOVED—

VOTE (2023-31A) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve item Liquor License for Olive Pit Brewing.

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

Order passed - Vote 6-0-1.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**AMENDMENTS TO DIVISION 5, SIGN ORDINANCE—*Second Reading*****INTRODUCTION:****Sec. 70-715. Definitions and sign types.**

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Banner means a **type of temporary** sign of lightweight fabric or similar material that is mounted to a pole or a building at one or more edges. National, state or municipal flags, or the official flag of any governmental agency shall not be considered banners.

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Sec. 70-716. Signs not requiring a permit.

The following types of signs do not require a sign permit, and do not count towards the maximum sign area allowed for a property. Notwithstanding the exemption from permitting requirements, such signs shall be subject to the provisions of Section

70-718 General Standards, except where expressly noted, and, if such sign constitutes a temporary sign, the provisions of Section 70-720 Temporary Signs.

- (1) Signs smaller than two (2) square feet.

...

- (7) Informational signs less than two (2) square feet in size. Any property with more than four (4) such signs with additional permitted Signs shall be required to submit a signage plan **to the code enforcement officer** for approval.

- (8) Official business directional signs permitted by the Maine Department of Transportation.

(C.M. of 12-2-2014, V. 2014-257)

...

Sec. 70-718. General standards.

- (1) Signs located adjacent a state numbered roadway shall comply with all applicable state sign regulations under the Maine Department of Transportation and Maine state law (23 MRS Chapter 21) in addition to the requirements of this division. If there is any apparent conflict found between the state and local regulations, the more restrictive shall apply.

...

- (4) Size, dimensions, number of Signs.

- (a) No Sign or any part of its structure shall exceed 20 feet in height, as measured from the normal grade, and not a landscape mound or berm, at its base.
- (b) Except as otherwise indicated, no more than two (2) Signs requiring a sign permit shall be located on any property. This shall not include temporary or informational signs, or official business directional signs regulated by Title 23 M.R.S.A. Ch. 21.

...

- (d) **Entry Façade for buildings with a main entrance not fronting on a public street. Such Entry Facades are allowed the permitted number of Signs and maximum sign area for an additional façade, but may not place or locate more than the permitted number of signs or Maximum sign area along any one façade.**
- (e) Signs requiring a sign permit which are to be located within a single property are subject to the Maximum sign area of the zoning district in which the property is located. Except as otherwise indicated, Signs not requiring a sign permit are subject only to size and dimensional standards (a) and (b) above. Upon application, the code enforcement officer may permit the following increases to the maximum sign area: For properties abutting Route 196, an increase of up to 50% of the Maximum sign area; for properties abutting the westerly side of Main Street in Lisbon Falls, between Union Street and Route 196, an additional **40** square feet of Maximum sign area for signs located on the rear of a building and visible from Route 196. The Maximum sign area may not be increased as provided herein except upon a written determination by the code enforcement officer or planning board (where planning board review is required) that doing so would not otherwise conflict with or frustrate the purposes of this division.
- (f) The Maximum sign area shall only apply to the physical dimensions of a freestanding sign, such that if the Sign is two-sided the dimensions will not be counted twice.
- (g) Where a property is included within two different zoning districts, the more restrictive standard shall apply.
- (h) The table below indicates the Maximum total sign area and number of signs **per building within** each zoning district. Signs not requiring a permit under this division shall be subject to the Maximum total sign area but not to the maximum number of signs.

Zoning District	Maximum Total Sign Area (sq. ft.)	Maximum Number of Signs
Resource Protection	24	2
Limited Residential	24	2
General Residential	24	2
Rural Open Space I	24	2
Rural Open Space II	24	2
Limited Rural Residential	24	2
Village	40	2
Commercial	40	2
Industrial	40	2
Diversified Development	40	2

(5) *Location and placement.*

...

- (a) No Sign may be erected in such a manner as to obstruct clear and free vision, or another sign, nor, by reason of its position, shape, color, or illumination interfere with, obstruct the view of, or be confused with any authorized Public safety or traffic sign, signal or device or otherwise constitute a hazard to pedestrian or vehicular traffic.

...

- (e) *Fuel station canopy signs.* Fuel station canopies are limited to displaying the fuel company or product and shall not count towards the property's allowed sign area or number of signs. Other freestanding canopies that include the business or use name or any kind of related product or service, shall be counted towards the property's allowed sign area and number of signs.
- (f) *Fuel station pricing signs.* Uses selling fuel may display one (1) on-premises sign, with numerals not to exceed one (1) foot in height, advertising the price of said fuel. A fuel station pricing sign shall not count towards the property's allowed sign area or number of signs.

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Sec. 70-719. Additional standards.

- (1) *Signage for multi-tenant buildings or multi-building properties.*

...

- (6) *Building mounted signs.* Building mounted signs should be considered part of the building design and should be scaled and designed appropriate to the building on which they are placed. Building mounted signs should not obscure architectural details on the building. All Building mounted signs are counted towards the property's allowed maximum signage area (square feet) and the number of permitted signs allowed, and must meet applicable dimensional standards. This shall include lettering and advertising graphics placed directly on the building facade.
- 1) The height of a Building mounted sign, as measured from the highest part of the sign, may not be taller than the highest point of the building.

...

- 5) Building mounted signs on large-scale historic buildings. The following properties identified as large-scale historic buildings may follow alternate dimensional standards in place of those in Section 70-718: Worumbo Mill Complex (U05-013-001 and U05-012); Farwell Mill Complex (U16-056-001 and U16-056-002); 1 Upland Road (U17-024); Old Lisbon High School (U04-026); Ancient York Lodge (U05-017). Large-scale historic buildings are allowed one (1) building mounted sign per façade, each with a maximum length of 75% of the façade width, and a maximum height of 3 feet. Such signs cannot be illuminated and shall not extend above the roofline or parapet wall. Signs on large-scale historic buildings shall be integrated into the architectural design and historic character of the building and shall not obscure any architectural details on the building.

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Sec. 70-720. Temporary signs.

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- (3) *Duration of sign use or posting; sign removal.*

- (a) A Temporary sign may not be used in any location for more than ninety (90) consecutive days in any 12-month period, except as otherwise provided in this section.

...

- (c) A Temporary sign addressing an event occurring on a specific date or dates shall be removed within fifteen (15) days of the relevant date or dates.

...

- (f) Temporary signs in the public right-of-way that do not require a permit, per Sec. 70-716 (3), may remain in place for a maximum duration in accordance with 23 M.R.S.A. § 1913-A.—

...

COUNCILOR COMMENTS: Councilor Fellows stated in response to Mr. Griesbach's inquiry during the hearing that specific historic buildings are named in the ordinance, they historically had large signs and there was extensive discussion at the Planning Board level about this. He said the section Mr. Griesbach mentioned changing from 24 to 40 square feet was a typo that was corrected, that it was 40 feet before that.

Councilor Larochelle said the locations and sizes of signs were all discussed at length during the Master Plan discussions. He said the town tried to find a balance to adapt our standards.

Mr. Michalowski pointed out that the exception in size of sign only applies to five specific buildings, not just any historic building.

Councilor Larochelle clarified that Legal wrote the language to fit what we needed.

VOTE (2023-32) Councilor Fellows, seconded by Councilor Larochelle, moved to approve the Amendments to Division 5, Sign Ordinance as presented.

Roll Call Vote: Yeas – Cain, Fellows, Keller, and Larochelle. Nays - Lunt, Moore, and Robishaw.

Order passed - Vote 4-3.

APPROVE PERSONNEL POLICY UPDATES

INTRODUCTION:

PART II - TOWN COUNCIL RULES, REGULATIONS AND POLICIES Chapter 90 PERSONNEL POLICY

Chapter 90 PERSONNEL POLICY

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Sec. 90-10. Employees exempt from Fair Labor Standards Act.

The salaried employees having the following job titles are considered to be exempt from overtime and certain other provisions of the federal Fair Labor Standards Act because they meet the tests for either executive,

administrative, or professional positions:

Town manager.

Assistant Town Manager

Human Resource Director

Parks and recreation director

Assistant parks and recreation director

Sewer superintendent

Finance director.

Assessor.

Public works director.

Code enforcement officer.

Fire chief.

Police chief.

Director of economic and community development.

Library director.

Town clerk.

Tax collector.

Treasurer.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)

...

Sec. 90-14. Attendance at work.

- (a) ~~Except in extraordinary circumstances,~~ it is the employee's responsibility to notify their department head or immediate supervisor of the reason for any intended absence. Such notification shall be given as soon as practical but in no event less than one hour before the start of the regularly scheduled day. ~~Department heads who are absent shall contact the town manager's office no more than one-half hour after the start of the regularly scheduled day.~~

...

Sec. 90-15.3. Temporary office closures.

The town manager may approve the temporary closure of office(s) for brief periods of time, not to exceed one working day, for special functions or reasons (e.g., ~~inclement weather~~) related to the availability of staffing. A notice shall be placed on the closed door(s) of those office(s), on the town's web page, and on the town's voice mail, indicating an apology to visitors, the time the office is expected to reopen, and, if possible, a referral to any other open office that may be covering for the closed office(s). ~~Employees who are able to perform their duties by remote means may be expected to do so during periods of office closures.~~ All regular employees ~~who lack remote work capability~~ shall be compensated for any temporary closures of town offices or facilities at the same rate of compensation as if they had worked. Such time shall not be used to compute overtime compensation. Employees absent from work due to leave will not receive additional compensation other than normal pay for the leave or absence.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

...

Sec. 90-17. Holiday leave.

Permanent and probationary employees **with a minimum of 30 calendar days of service** shall receive paid holidays in accordance with the prescribed state employment association schedule, and any other holidays as granted by the town council (see section 90-37). If a legal holiday falls on a Saturday, the previous Friday shall be scheduled as a nonworking day in observance of the holiday. If a legal holiday falls on a Sunday, the following Monday shall be scheduled as a nonworking day in observance of the holiday. Non-union sewer, public works, and transfer station employees shall be granted a floating holiday for any holiday which falls on their normally scheduled day off and will be used within the same fiscal year it is offered, and will not be paid out as time earned if not used accordingly by the end of the fiscal year. The library department employees shall be closed on Tuesday in observance of any Monday holiday. Employees working and supervising special shifts of hours shall be subject to the same standards that apply to the employees which they supervise at the discretion of the town manager. Temporary employees shall not be entitled to paid holidays. Employees who are required to work on a holiday shall receive overtime pay at 1.5 times employee's current wage rate, or the employee may elect to receive comp time off for time worked pursuant to the compensatory policy, section 90-13. One personal day may be given at the discretion of the department head.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 7-15-2014, V. 2014-131; C.M. of 7-15-2014, V. 2014-132; C.M. of 8-19-2014, V. 2014-159; C.M. of 9-6-2016, V. 2016-211 ; C.M. of 11-14-2017, V. 2017-279)

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Sec. 90-21. Sick leave.

- (a) Sick leave for all full-time permanent employees is earned at **eight** hours per month. For employees as of July 1, 2003, sick leave may be accumulated to, but not exceeding, 960 hours of unused sick leave, Any employees hired after July 1, 2003 may accumulate up to 720 hours of unused sick leave, Employees who go an entire calendar year (calendar year from January 1 to December 31) **using less than 2 sick days** will be granted an additional day of vacation leave to be used at their discretion with approval of the town manager.
- (b) ~~Sick leave may be granted by the town manager for salaried officials under the manager's supervision. Also, sick leave may be granted to an employee due to illness of a member of the employee's immediate family, at the discretion of the town manager. In order to be eligible for sick leave compensation, the employee shall complete the necessary form and return it to the department head for approval. After a decision by the department head, the form and department head's recommendation is forwarded to the town manager for a final decision, either approving or denying the request. The HR~~ **director** may require a certificate from a qualified physician certifying that the condition of the employee justifies the absence from employment after three days absence.

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Sec. 90-22. Vacation leave.

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- (g) ~~Accrual limit. Notwithstanding anything in these rules to the contrary, effective July 1, 2003, additional vacation leave shall not accrue on an employee's anniversary date if, at that date, the employee has unused vacation leave which is twice the amount of additional leave that would have accrued, on that date not including the additional amount due the employee on the anniversary date. The accrual of additional vacation shall be deferred until the employee's unused vacation balance accrual is below the above mentioned limit, said limit to include the deferred vacation time that would have been awarded on the anniversary date. The maximum amount of vacation leave that can be accrued by an employee will be capped at 2.5 times their annual leave allowance on a rolling basis. Rollover: Any unused vacation time will roll over to the next year, but will count towards the accrual cap.~~

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Sec. 90-22.5. Earned paid leave.

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The town reserves the right to grant or deny requests for planned **use of** EPL based on undue hardship to the town, such as a significant impact on the town's operations.

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Sec. 90-35. Retirees returning to employment with the town after retirement.

Employees who retire from the town and who are eligible to receive retirement benefits from the Maine

Public Employees Retirement System (MainePERS) must terminate employment with the town as a condition of receiving retirement benefits from MainePERS, as provided in MainePERS rules and regulations. Employees who retire make a voluntary decision to terminate employment with the town, and the town does not guarantee or promise that employees who retire will be rehired by the town into either the same or a different position with the town. Any employee who retires and wants to be rehired to a former position, or to a different position, shall be subject to the selection and employment process as provided by town policy.

The town has the sole discretion to determine whether former employees will be rehired by the town in their former position or a position for which they are qualified to perform on a part-time or full-time basis. Any application to be rehired shall be in writing, and all requests must meet the eligibility conditions set forth by MainePERS. **Any employee who is rehired by the town shall be subject to a rehire agreement for a fixed term.**

Employees who retire shall be paid accumulated benefits as provided by town policy.

Except for retirement benefits outlined above, employees who retire and then are subsequently rehired by the town shall be considered new employees for the purposes of accruing and receiving benefits as provided by town policy. **Any employee who retires from the town and receives a payout for unused sick leave at the time of retirement shall not be eligible for a payout of sick leave accrued during any post-retirement period of employment.**

(C.M. of 1-20-2015, V. 2015-21)

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Sec. 90-37. Holiday schedule.

The following days shall be recognized as holidays:

- (1) New Year's Day, January 1.
- (2) Martin Luther King Day, third Monday in January.
- (3) Presidents Day, third Monday in February.
- (4) Patriots Day, third Monday in April.
- (5) Memorial Day, last Monday in May.
- (6) Juneteenth, June 19**
- (7) Independence Day, July 4.
- (8) Labor Day, first Monday in September.
- (9) Indigenous Peoples Day, second Monday in October.
- (10) Veterans Day, November 11.
- (11) Thanksgiving Day, fourth Thursday in November.
- (12) Friday after Thanksgiving.
- (13) Christmas Day, December 25.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 5-19-2020, V. 2020-90)

...

Sec. 90-45. Treatment plant uniform reimbursement.

The Town of Lisbon will reimburse each full-time **licensed operator** of the Lisbon Pollution Control Treatment Plant up to the amount of five hundred dollars (\$500.00) per calendar year for the purchase of uniforms. The Town will also reimburse up to two hundred fifty (\$250.00) dollars per employee per calendar year for the purchase of the following:

- Safety footwear containing a steel toe.
- Prescription safety eyewear including frames, permanently installed side shields and the appropriate lenses

(Note: The Town of Lisbon will not reimburse employees for the cost of the vision examinations).

...

Sec. 90-46. Nepotism Policy.

In order to avoid potential conflicts of interest, it is the Town's policy to prohibit employment of close relatives in any supervisor/subordinate relationship. The Town also discourages the employment of close relatives within the same department, unless there are extraordinary circumstances that may warrant it. A close relative is defined in the case of nepotism as a spouse, registered domestic partner, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, stepchild, stepparent, stepbrother, or stepsister. Exemption: This policy does not apply to paid on-call firefighters.

If two (2) employees become relatives (whether by marriage or other legal action, including registered domestic partnerships or civil union), both are eligible to keep their jobs if they do not work in the same department, one does not supervise the other, or one is not the supervisor of the other's supervisor. In circumstances where such conflicts arise, efforts will be made to accommodate a transfer of one affected employee, subject to existing business considerations. Where such an accommodation cannot be reached, necessary steps will be taken, up to and including termination of one of the two affected individuals, if necessary, after offering the employees the opportunity for one of them to voluntarily discontinue his or her employment. The Town retains the right to make the final decision in such a case.

Sec. 90-47. Social Media Policy

Access or use of social media sites using town-owned equipment or the town's network is prohibited unless used for business reasons within the employee's job description or with advance supervisor approval of use and content. The Town shall monitor internet use for compliance with this policy.

Under state law, the town is prohibited from requiring employee to provide login information or allow access to their personal accounts on social media sites such as Facebook, Twitter and YouTube. State law also prohibits the Town from retaliating or discriminating against employees for refusing to provide their social media credentials or reporting alleged violations of this law. Notwithstanding these laws, employees are strictly prohibited from using social media sites to discuss confidential Town business or reference their status as a town employee or disparage town officials or actions when making comments.

The town may access any publicly available information on any social medium. Accordingly, the Town may also be provided with access to statements made and pictures shared on social media sites or on the internet in general by other employees and/or by members of the public voluntarily without the employee's consent or knowledge. Employees should therefore exercise caution and good judgment in posting any material to any social medium sites or on the internet. Employees are prohibited from representing themselves as agents of the town on any personal social media site and may be subject to discipline for information shared on or statements or pictures posted on social media sites or the internet.

The town may conduct investigations into social media use if it receives specific information about workplace misconduct or the unauthorized transfer of the town's proprietary or confidential information. Under no circumstances shall any employee post any comments or photographs pertaining to the town that are not known to the general public, that relate to any town employee or official, resident, resident information or any other confidential MUNICIPAL information on any social medium (i.e. Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) Such violations of confidentiality will not be tolerated, and employees violating this policy will be subject to disciplinary action. Nothing in these policies is designed to interfere with, restrain, or prevent social media communications by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the National Labor Relations Act. All Town employees have the right to engage in or refrain from such activities.

Sec. 90-48. Statements to the media

No press release or statement to the media relating to any town matters shall be issued by any employee or the head of any department unless and until permission to issue such release has been obtained from the town manager. The foregoing policy shall not apply to the Police Chief, Fire Chief or their designee, or the Town Clerk when notifying the press of election results, who are authorized to issue press releases. Program advertisements and event promotion are not included under this restriction.

When permission has been obtained from the town manager, the department head may issue the approved statement to the press or to a media representative. A copy of said statement shall be forwarded immediately to the office of the town manager.

All inquiries from newspapers or television reporters should be referred to the town manager, who will then refer the issue to the appropriate department head as he or she deems appropriate. The sole exception is the chief of police, Fire Chief or his/her designee, or Town Clerk when discussing election results, who may answer questions at their discretion.

Any employee who disregards the restrictions imposed on statements to the media shall be subject to disciplinary action.

Sec. 90-49. Dress code

The appearance of employees affects the way that members of the public view Town government. It is important for employees to project an air of professionalism both in their dress and in their manner. Members of the public expect the people who work for them to be neatly groomed and appropriately dressed for their work environment. The Office Attire Policy relies to a great extent upon the good judgment of employees. This policy provides general guidelines about work attire.

Neat appearance is required at all times. If a question arises about the appropriateness of particular items of clothing, these should be resolved by employees and their supervisors or Department Heads. Human Resources will provide guidance to employees and managers about the appropriateness of work attire. In the event that a Department Head finds clothing to be unacceptable, an employee will be sent home to change into appropriate attire.

The following types of clothing are not appropriate at any time:

- Cutoffs or athletic shorts

- Casual t-shirts with advertising or other messages on them

- Undershirts or tank tops

- Sweatshirts with advertising or other messages on them

- Ripped, torn, or soiled clothing

- Revealing clothing, including cropped tops and halter tops, or clothing that is too tight or too short

- Strapless tops or dresses

- Leotards or leggings, unless worn under longer tops, skirts, or dresses

- Sweatpants or warm-up suits

- Flip-flop sandals

- Any article of clothing or accessory that, due to the employee's job duties, poses a risk of injury

Sec. 90-50. Employee Orientation

Starting a new job can be overwhelming and complex for anyone. The Town of Lisbon wants to ensure that new employees feel welcomed and are acclimated to their work tasks and environment in the most amenable and efficient way.

During each new employee's first week, the Human Resources Director, designated supervisor or Department Head will conduct a thorough orientation of the employee on such matters as the town's organization and functions; the employee's role in helping to achieve town and department objectives; the employee's job content and scope; training, performance and evaluation standards, promotional opportunities; workplace Safety; and any other matter of departmental importance. Departmental orientations are to be recorded on the prescribed orientation form, initialed by the person administering the orientation, and placed in the employee's personnel file as a permanent record.

Within the new employee's first week of employment, personnel staff will provide an additional orientation consisting of the completion of employment forms and records: an explanation of the town's compensation and benefit programs and personnel policies; and any other information as determined appropriate to the employee's orientation and integration into the Town's service.

After one month of employment, the Human Resources Director may follow up with the new employee to assess how the training and orientation is progressing. Any feedback from new employees on how to improve the process is welcomed at this follow up session.

Sec. 90-51. Personnel Records

The town maintains a personnel file on each employee. Generally, the contents of the file include the job application, reference letters, salary history, benefits records, discipline records, performance evaluations, and general correspondence. Official personnel files are maintained in the Human Resource Director's office. An employee may review his or her personnel file by appointment during regular business hours. Copies of personnel file materials may be obtained upon request. Employees shall have the ability to review and to respond in writing to any complaint, negative report, or disciplinary action. The employee's response shall be placed in the personnel file.

Sec. 90-51.5 Notice of Employee Change Status

Every appointment, transfer, promotion, demotion, change in compensation, resignation, suspension, vacancy, leave of absence, official reprimand, commendation, address change, name change, reclassification, and all other temporary or permanent changes in status of employment shall be reported to the Human Resources Director, in person with ID, on the proper form with original documents attached. The effective date and a record of the change will be maintained and kept by the Human Resources Manager.

Sec. 90-51.5 Notice of Employee Change Status

Change of Personal Information: Employees are responsible for keeping their personnel records up to date by notifying the Human Resources in person with ID Manager in writing of any personal information changes to the following information: name, address, telephone number, marital status (for benefits and tax withholding purposes only), addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only), beneficiary designations for any of the Town's insurance, disability, retirement, and deferred compensation plans, and persons to be notified in case of emergency. Failure to do so may delay or have an adverse effect on the timely receipt of correspondence being mailed, insurance coverage, and/or accurate assessment of premium rates for the Town. The town will not be responsible for an employee's error or omission in this regard.

Sec. 90-52. Department Management

Each separate and identifiable department of the Town may develop, implement, and revise as necessary such policies, procedures, and rules pertaining to unique operational requirements and their effect upon department employees as are needed for efficient and effective performance of the department. Such policies, procedures, and rules should not conflict with the policies and procedures represented in this policy manual, or amendments thereto, and must therefore be approved by the town manager prior to implementation. Where conflicts may arise, the policies and procedures contained in this handbook will prevail.

Sec. 90-52. Work Schedule and Flexible Work Policy

Flexible Scheduling- Employees performing work that does not require they be available at all times during Town Hall's hours may request an alternate schedule. This schedule must not vary from Town Hall's hours more than 1.5 hours. For example, on days where Town Hall opens at 8am all employees must arrive for their day between 6:30am and 9:30am. The schedule must be equal to 40 hours. Employees requesting an alternative work schedule should make this request in writing to the Director of Human Resources who will then meet with the Department Head to review the appropriateness of the request. The Director of HR will respond to the request with an approval or a denial in writing. Occasional and minor adjustments to this alternative schedule, for example to accommodate an appointment or when a work event alters hours, may be approved on an as needed basis by the Department Head. Approval of an alternate work schedule may be revoked at any time at the discretion of the department head or town manager.

Remote Work- Temporary remote work arrangements may be approved for circumstances such as inclement weather or if a child is home sick. These types of arrangements will be approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate. All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

The Town of Lisbon considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a town-wide benefit, and it in no way changes the terms and conditions of employment with The Town of Lisbon. Any remote work arrangement may be discontinued at will and at any time at the request of either the employee or the supervisor.

Individuals requesting remote work arrangements must have a satisfactory performance record. Before entering into any remote work agreement, the employee, Department Head and Director of Human Resources will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work.

Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.

Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the remote work.

Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee. If the employee and Department Head agree, the Director of Human Resources will draft a remote work agreement to be signed by all parties. In the event that the Department Head and employee are not in agreement, the Director of Human Resources or Town Manager will make the final decision. On a case-by-case basis, The Town of Lisbon will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Town of Lisbon accepts no responsibility for damage or repairs to employee-owned equipment. The Town of Lisbon reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all The Town of Lisbon property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made. The employee will establish an appropriate work environment within his or her home for work purposes. The Town of Lisbon will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, ergonomics, furniture or lighting, nor for repairs or modifications to the home office space.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote work is not to be used as a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Town of Lisbon's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement and any other abuse of the remote work arrangement may result in disciplinary action and the immediate termination of the remote work agreement.

Mr. Michalowski said he circulated the Policy to the Council and will make some grammar and syntax corrections, but there are no substantive changes to the policy as presented. Mr. Michalowski said he sent the Policy to Legal and circulated it to the department heads for input. He said it will change again later due to Worker's Comp changes and clarified that these are the staff-driven changes to the policy.

COUNCILOR COMMENTS:

Councilor Cain pointed out that the wording “gender” was replaced with “gender identity”, where it should say both “gender and gender identity” because they are not the same thing. Mr. Michalowski noted the correction.

VOTE (2023-33) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the Town Manager’s updates to the Personnel Policy with the corrections in grammar and Councilor Cain’s suggestion.

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

Order passed - Vote 7-0.

OTHER BUSINESS**COUNCIL COMMITTEE REPORTS**

1. School: Councilors Lunt and Cain said they had nothing to report.
2. Planning Board: Councilor Fellows said they are scheduled to meet on Thursday but will likely postpone due to the bad weather predicted.
3. Lisbon Development Committee: Councilor Lunt said the LDC talked with the Pro-Search company regarding foreclosed properties and the process. He said there are only 11 in Lisbon so the company said it will not be sustainable. He said the next meeting is scheduled for March 14, but that is also Budget Presentation night.
4. Conservation Commission: Councilor Moore said he attended the recent meeting, he said Winterfest was a success and LL Bean may consider Beaver Park for part of their Outdoor Discovery School. He said there are plans to widen the entrance to the park and they are prepping for Moxie Festival. He said the CIP includes a new storage barn, and the Forestry Plan is dated and may need to be redone.
5. Recreation Committee: Councilor Larochelle said the committee hasn’t had another meeting yet but thanked them for the Father Daughter Valentine’s Dance and the recent fundraiser.
6. County Budget Committee: Councilor Lunt said we got a good report from Commissioner Mason earlier this evening.
7. Library Governing Board: Councilor Keller said the Axis 360 program is live, giving patrons access to E and Audio books using their current library cards. She said they are also scanning old records into a searchable database for town history purposes and are looking for more volunteers to help with that.
8. Water Commission: Councilor Fellows said they met on February 8th and welcomed new Commissioner Allen Ward. He said there was a hearing afterwards, only two people attended and there were no objections. He said the next meeting is March 9th at 5:00 PM.
9. Finance Committee: Councilor Robishaw said they met last night and discussed the March 18 budget Workshop and the March 14 Budget Presentation. He announced that Lisbon is losing Mrs. Tierney as Finance Director as of March 22nd and that she has served Lisbon very well.

TOWN MANAGER’S REPORT

Mr. Michalowski said the Budget Workshops have been changed from every Tuesday night to one day, all day on Saturday, March 18th and additional time will be scheduled if needed. He said they will arrange for lunch and the consensus among Councilors was for Grazi To Go.

Mr. Michalowski congratulated Mrs. Tierney on her next steps and announced that he is accepting applications now for the position of Finance Director.

Mr. Michalowski said that in 2017 Lisbon went to bid for emergency services and is due to go out to bid again. He said he already let Chief McDonnell at Lisbon Emergency know, and said it might have to go to referendum if it’s over \$250,000.00. He stated he will check with the town attorney to see if that might not be necessary due to the fact that there will not be any borrowing.

Mr. Michalowski said he spoke with the Public Works Director about Solid Waste, and we are exploring a sole source for the Transfer Station unless another option can be found.

COUNCIL DISCUSSION: MUNICIPAL INTERNS

Councilor Moore said he attended a presentation for a Summer Internship program through the University of Maine and MMA. He presented the slides and information to the Council. He said it would offer a college student a 12-week summer internship, full time at \$15.00 per hour. He said you have to make sure there is plenty of work for them to do and that there is a \$3,000.00 Grant available for four Maine municipalities to help fund it with the application deadline of March 1st.

Councilor Larochelle asked if we have enough work and can we do it? The Clerk explained that the intern could do a series of small projects or a single large one, and that we have a lot of work that needs to be done that would be just right for an intern.

Mr. Michalowski said he could solicit ideas from department heads and could incorporate it into the budget. He said the only issue could be housing for the intern, and that he will apply for the grant.

TRAFFIC CONTROL FOR THE 2023 CONSTRUCTION SEASON

Item taken up out of order after the workshop with Commissioner Mason.

COUNCIL GOALS DISCUSSION**Council Goals -- Individual Councilor Goals as listed by them****LAROCHELLE:**

- To review all our town committees and make sure that are still active and have the support and training needed.
- To start a public safety committee to review and support the town's services and work towards a new public safety building.

LUNT:

- Provide good guidance and appropriate training to the new Town Manager to help him be successful in his new role, particularly in the specifics of Maine law.
- Work with the new Worumbo group to help them develop the Worumbo site into an attractive venue and park, utilizing money from the Downtown TIF fund to accelerate that work where appropriate. This could include features such as a bandstand with power, lights and sound, public bathrooms, paved parking, and a playground.
- Develop better communication with Lisbon Emergency so that both sides have a clearer understanding of the desires and intentions of the other.
- Make progress on cleaning up the worst offenders in terms of unlicensed junkyards.
- Develop plans for expanding housing within Lisbon, with a focus on encouraging development in areas where there is appropriate infrastructure while maintaining our small town character. This will require working with the Planning Board and Town Planner, along with holding sessions for public input.
- Continue work on developing a sustainability policy that can fit within our budget reality.
- Continue to work with Police and Fire to ensure that they have all the tools and training needed to handle a potential active shooter/hostage situation should such a situation arise.

FELLOWS:

- The first is that I would encourage us as a town to make more of an investment in our meeting room. The School gave us the TV but the sound system is lacking. The chief complaint from viewers of the stream is always that they cannot hear, with clarity, what is being said. As you know, that is sometimes true for those who are remote too. When I have met remotely as liaison, the electronic backgrounds of staff are also in play. I think that could be improved and I think outside firms can help us.
- The second is that I think Graziano Square needs further work on the grass. It seems to be largely weeds and clover and, although there is a sprinkler system, it seems to feed the weeds. Not sure what can be done but we have local firms that could be of help to the Rec Department to get us looking a little better.

KELLER:

As a council goal, I propose we adapt a communication process to determine impacts to residents and to communicate those impacts in a proactive way. Important aspects to include in the process:

- Prioritize importance of the situation
- Assess impacts
- Determine communication methods (Lisbonme.org, Facebook, public meetings, signs)
- Assign responsibility
- Provide a mechanism for resident feedback

ROBISHAW:

- Have growth using smart growth goals that keep residential mill rates down.
- Encouraged job and housing opportunities through our Director of Economic and Community Development department. (Ross)
- Ensure public safety through our town manager and his department heads.
- Have our town's revenue and financial stability with efficiency using the town's resources and maintaining town's long term financial stability.

MOORE:

- Reduce mil rate by 1/2 - 1 mil.
- Review policies, ordinances and charter for compliance with State and Federal laws and local concerns.

CAIN:

- To review all our town committees and make sure they are still active and have the support and training needed.

- To start a public safety committee to review and support the towns services and work towards a new public safety building.

COUNCIL GOALS -- 2023 NEW GOALS

1. Review Committees
 - Still active?
 - Support & Training
2. Creation of New Committee: Public Safety
 - To review and support Town services
 - Work toward Public Safety Building
3. Improve Public Meeting Room
 - Sound technology
 - Remote Meeting technology
4. Improve Graziano Square grass
5. Communication process with the Public
 - Review process
 - Make improvements where needed
6. Focus on Mil Rate
 - Smart Growth to keep mil rate down
 - Reduce mil rate by 1/2 to 1 mil
7. Use Town resources (i.e., ECD office) to improve residential opportunities
 - Jobs
 - Housing
8. Public Safety improvements
 - Town Manager
 - Department Heads
9. Financial stability of the Town—make more efficient
 - Town resources
 - Current Town long term financial stability
10. Review for compliance with State & Federal Laws
 - Charter
 - Policies
 - Ordinances

ONGOING GOALS/ CONTINUED/ UNFINISHED GOALS:

1. Add 250 Housing units
2. Move forward with Public Safety Building
3. Rejuvenate Lisbon Village
4. Review of Policies: Personnel
5. Town Services for Public Awareness
 - Develop comprehensive description of services
 - Continue with updates to CivicPlus
 - Continue to increase use of Facebook & Town sign
6. Develop procedure to apply climate study
7. Identify and address needs of Lisbon businesses
 - Website information
 - Continue to develop list of needs & address them
8. Continue to identify Housing needs & collateral issues
 - How to develop responsibly
 - Cost to Town
 - School needs

Mr. Michalowski clarified and expanded as the Council discussed their goals. He said a review of committees is reasonable and achievable, as is a review of Charter amendments (Item 1). He said a Public Safety Committee is recommended by Worker's Comp and is a good idea (Item 2).

The Clerk explained that Connectivity Point, specialists in technology and communications, came to look at the public meeting rooms and current audio equipment so they can make recommendations and give an estimate for improvements for sound and remote meetings. (Item 3)

Mr. Michalowski said he has already begun to expand communications with the public, including social media and looking at a possible website update (Item 5). He said in reference to Item 6 that he and staff are working hard to do what we can for taxpayers to keep the mil rate down, including discussions at the upcoming budget workshops. He explained that Mr. Cunningham in the Economic and Community Development office works on Item 7 on an ongoing basis. He said Public Safety improvements (Item 8) would include not only a Public Safety Committee, but also a study.

Mr. Michalowski went on to point out that the town is currently financially stable and doing a good job (Item 9). He said reviews of policies and ordinances are ongoing, including Charter discussions (Item 10).

Next Mr. Michalowski reviewed the continuing goals from the previous year. He said that increasing housing is something that is happening across the state, the study for the Public Safety building is nearly finished, and Mr. Cunningham works to rejuvenate Lisbon village. He stated that he has already reviewed and updated the Personnel policy and there is more to come.

For Public Awareness, Mr. Michalowski said we continue with updates to CivicPlus, and he is having staff audit the website to be up to date, along with cleaning it up. He said it would cost between \$30,000.00 and \$50,000.00 to change the website completely. He also said that the remaining goals are continuing, they still apply.

APPOINTMENTS

Each February the Town Council appoints the Council Liaison to the Lisbon Development Committee (LDC), with the option of a secondary Liaison. The By-Laws of the LDC require a Council vote for this appointment (unlike other Town Committees), so this procedural vote will confirm the appointment that was informally decided at the December 6, 2022 meeting.

Town Council Liaison Assignments 2023				
Ad-Hoc Committee Name		Council Liaison(s)	Monthly Meeting	Location
School Committee	Primary	Councilor Lunt	2nd & 4th Monday of each month	Town Office
	Secondary	Councilor Cain		
Planning Board	Primary	Councilor Fellows	2nd & 4th Thursday of each month	Town Office
Water Department	Primary	Councilor Fellows	2nd & 4th Monday of each month	Water Dept.
Lisbon Development Committee	Primary	Councilor Lunt	4th Thursday of each month	Town Office
Library Governing Board	Primary	Councilor Keller	2nd Wednesday of each month	Library
Conservation Commission	Primary	Councilor Moore	2nd Tuesday of each month	Town Office
Recreation Committee	Primary	Councilor Larochelle	1st Monday of each month	MTM Center
County Budget Committee	Primary	Councilor Moore	Wed nights Sept-Oct	County Bldg
	Secondary	Councilor Lunt		
Finance Committee	Primary	Councilor Robishaw	Last Mon of Month	Town Office

VOTE (2023-34) Councilor Larochelle, seconded by Councilor Robishaw, moved to confirm the appointment of Councilor Lunt as Council Liaison to the Lisbon Development Committee.

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

Order passed - Vote 7-0.

VOTE (2023-34A) Councilor Larochelle, seconded by Councilor Lunt, moved to appoint Councilor Jo-Jean Keller as secondary Council Liaison to the Lisbon Development Committee.

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

Order passed - Vote 7-0.

COUNCILOR COMMUNICATIONS

Councilor Moore invited Councilors to serve lunch at the Lisbon Community School on Friday, March 3rd at 10:30 AM. Councilors Robishaw and Keller volunteered to help serve students Pizza for lunch.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Mr. Cunningham said that over the next month we will see some large groups coming to visit Lisbon. He said on March 3rd the Leadership Maine group of about 50 people will come to tour the Town. Then on March 25th, he said about 50 folks from the National Main Street Conference will visit prior to that conference in Boston.

EXECUTIVE SESSION

VOTE (2023-35) Councilor Larochelle, seconded by Councilor Lunt, moved to go into Executive Session per MRSA Section 405 (6)(c) Acquisition of Real Property or Economic Development at 8:40 PM.

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

Order passed - Vote 7-0.

VOTE (2023-35A) Councilor Larochelle, seconded by Councilor Lunt, moved to come out of Executive Session at 9:22 PM.

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

Order passed - Vote 7-0.

ADJOURNMENT

VOTE (2023-36) Councilor Larochelle, seconded by Councilor Cain, moved to Adjourn at 9:24 PM.

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

Order passed - Vote 7-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: March 7, 2023