

**TOWN COUNCIL  
MEETING MINUTES  
APRIL 4, 2023  
LISBON TOWN OFFICE  
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 Vice Chair, Raymond Robishaw, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Cain, Fellows, Larochelle, Lunt, Moore (remote attendance), and Robishaw. Also present were Glenn Michalowski, Town Manager; Randy Cyr, Public Works Director; Amy MacDonnell, Deputy EMS Chief; and approximately 27 citizens in the audience.

**VOTE (2023-53A)** Councilor Robishaw, seconded by Councilor Lunt, moved to excuse Councilor Keller's absence.

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

**Order passed – Vote 6-0.**

**GOOD NEWS & RECOGNITION**

**VOTE (2023-53)** Councilor Larochelle, seconded by Councilor Fellows, moved to adopt the following Proclamation:

***Lisbon High School Cheerleaders***

**Proclamation**

**WHEREAS** The Lisbon High School Competition Cheering Team has made the Community proud as they claimed the State Championship Title;

**WHEREAS** The Cheerleaders won their fifth State Cheering Championship in School history at the Augusta Civic Center on February 11<sup>th</sup>;

**WHEREAS** The Cheering season was a strong one, winning the Mountain Valley Conference Championship at Mt. Valley High School on January 21<sup>st</sup>;

**WHEREAS** The Cheerleaders won the Class C Southern Regional Championship at Sanford High School on February 4<sup>th</sup>;

**WHEREAS** At the 2023 Class C State Cheering Championship Competition, the Lisbon Cheerleaders repeated as State Champions to take their fifth state championship in a 9 year span;

**WHEREAS** At the 2023 Class C State Cheering Competition the team was made up of Riley Hoyle, Nevaeh Fortin, Mackenzie Theriault, Kyla Berube, Sela Russell, Kendall Gravel, Reese Kulow, Alivia Saunders, Payton Hoyle, Ava Kottmann, Tiana Seaborne, Ella Morales, and Solaya Russo;

**NOW, THEREFORE** We, the Town Council of the Town of Lisbon, wish to Congratulate and Thank the Lisbon High School Cheerleaders and Coach Nicole Adams for their fine representation of the Town of Lisbon while winning the State Championship Title.

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

**Order passed – Vote 6-0.**

**PUBLIC HEARINGS—NONE**

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

## CONSENT AGENDA

**VOTE (2023-54)** Councilor Larochelle, seconded by Councilor Cain, moved to accept the Consent Agenda as follows:

- A. Municipal Accounts Payable Warrants – \$246,552.51
- B. Municipal Payroll Warrants – \$256,967.49
- C. School Accounts Payable Warrants – \$208,193.80
- D. School Payroll Warrants – \$407,699.24
- E. Minutes of March 16<sup>th</sup>, March 18<sup>th</sup> and March 21<sup>st</sup>, 2023
- F. Set Hearing for Cannabis Angels Adult Use Marijuana Manufacturing/Cultivation License Renewal
- G. Gartley Street Road Closure Request for Saturday, April 9, 2023, from 9:00am-12:30pm for public Easter Egg Hunt
- H. Warrant for School Budget Validation Referendum Election, Order Ballot Printing, and Set Public Hearings on May 2, 2023 for School Budget & CIP, and set School Budget Adoption Date for May 16, 2023

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

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### SUMMER COUNCIL MEETING SCHEDULE

DATE	MEETING
April 4	Set Election & Hearing
April 18	Planning Board recommendation to Council re: Municipal CIP
May 2	School Budget & School CIP Hearing
May 9	Council Adopts School Budget & School CIP
May 16	Municipal Budget & Department Goals
June 13	<b>ELECTION DAY</b>
June 20	Municipal Budget & CIP Hearings and Adoption
July 11	Regular meeting
August 15	Regular meeting
September 5	Regular meeting
September 19	Regular meeting
October 3	Regular meeting
October 17	Regular meeting
November 7	<b>ELECTION DAY</b>
November 21	Election results
December 5	Regular meeting

**INTRODUCTION:** The Clerk proposed setting dates for the remainder of the year, and Mr. Michalowski suggested a correction from June 6 to June 20 for the Municipal Budget & CIP Hearings and Adoption.

**VOTE (2023-55)** Councilor Larochelle, seconded by Councilor Fellows, moved to approve the Council Meeting Schedule per the Town Clerk's recommendations with the correction by the Town Manager.

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

## AWARD VILLAGE STREET SIDEWALK IMPROVEMENTS PROJECT CONTRACT

**INTRODUCTION:** Mandy Olver, of Olver Associates, presented the bid information to the Council in a memo.

On March 28, 2023 bids were opened for the Village Street Sidewalk Improvements project. Six bids were received as follows:

CONTRACTOR	LOCATION	Total Bid
Pratt & Sons, Inc.	Mechanic Falls, Maine	\$407,100.00
Glidden Excavation & Paving, Inc.	Gorham, Maine	\$428,669.00
Aceto & Sons Earthwork LLC.	Lisbon, Maine	\$466,750.00
St. Laurent and Son, Inc.	Lewiston, Maine	\$529,000.00
Ray Labbe & Sons	Brunswick, Maine	\$595,500.00
Littlefield Paving & Plowing, Inc.	Benton, Maine	\$682,280.00

Attached (see meeting packet) please find a copy of the bid tabulation and of the low bid from Pratt & Sons, Inc. As you know, this is the rebid of the project from last season. That bid had occurred later in the construction season, and the prices received reflected that. As was discussed at the Town Council meeting last fall, the Mill & Fill (grinding and surface paving) portion of the work (which includes striping) was split from the project, so the scope of this contract is focused on the sidewalks only, including tree removal, resetting of granite curb, making ADA compliant crosswalk areas, and paving the sidewalks. We had estimated this bid would be about \$450,000, so we feel that the pricing received represents a good value in the current market, and we had six bids from qualified contractors rather than the two received last season.

We recommend that the Town award the contract to Pratt & Sons in the amount of \$407,100. Please let us know if you have any questions or need further information at this time.

**COUNCILOR COMMENTS:** Councilor Larochelle commented that these bids were better than they had been in the fall.

Mr. Cyr said this doesn't include some of the grinding, we split it up. He explained he did it separately in order to bring in more bids. He said there were a total of 6 bidders.

**VOTE (2023-56)** Councilor Larochelle, seconded by Councilor Lunt, moved to award the bid for the Village Street Paving Project to Pratt & Sons, Inc. of Mechanic Falls in the amount of \$407,100.00.

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

## OTHER BUSINESS

### ANNUAL REPORT FROM LISBON EMS

Amy MacDonnell, Deputy Chief at Lisbon EMS, presented the EMS Annual Report to the Council. She touched on some of the highlights of the report. She said page 2 outlines the last 5 years of progress, including more up to date equipment and challenges in Maine.

#### History of Lisbon Emergency:

Lisbon Emergency started to be funded by the Towns of Lisbon and Bowdoin in 2018; previously we had been a mix of paid and volunteers, with an extreme lack of volunteers and federal labor laws requiring us to become a fully paid service. Since being funded from the towns, we have been able to replace two ambulances with used units, purchase our first new ambulance since 2006, purchase power stretchers, self-loading devices for the stretchers, upgrade our cardiac monitors with better technology, acquire a Lucas CPR device, acquire video laryngoscopes, new medication pumps, numerous base improvements, implement and finish a debt reduction plan and fully fund our capital improvement plan for the future. In the last five years we have come in under budget every year and have never asked for additional funding outside of our yearly contract stipend. Last fiscal year and this fiscal year we were able to reduce the funding needed from additional revenue brought in from excess calls and transfers.

This fiscal year we implemented a more competitive pay scale, this allowed us to recruit and retain employees. This is significant as there is a dire need of EMS personnel (especially medics) in Maine right now. It is extremely difficult and competitive to recruit at every level right now. We have been able to successfully hire additional providers for the last six months and the outlook looks very good for our service going forward to recruit more. This is due to our pay now being competitive, high-quality equipment, a progressive mindset to the future of EMS, looking out for our providers and our commitment to excellent patient care. Our paramedic coverage on shifts averaged in the mid to high 90 percentile. With last month coming in at 98%. We were able to add a second 12-hour day truck starting in December 2022; this allows us to perform transfers that bring in additional revenue that

have paid for this second day truck. The severe lack of EMS personnel has made it so hospitals cannot move patients out of the hospital. This denies access to patients that need to receive higher levels of care by being transferred to another hospital. This also creates a backlog in the Emergency Department so that patients needing to be admitted are not able to get a bed and are forced to stay in hallway beds or the waiting room.

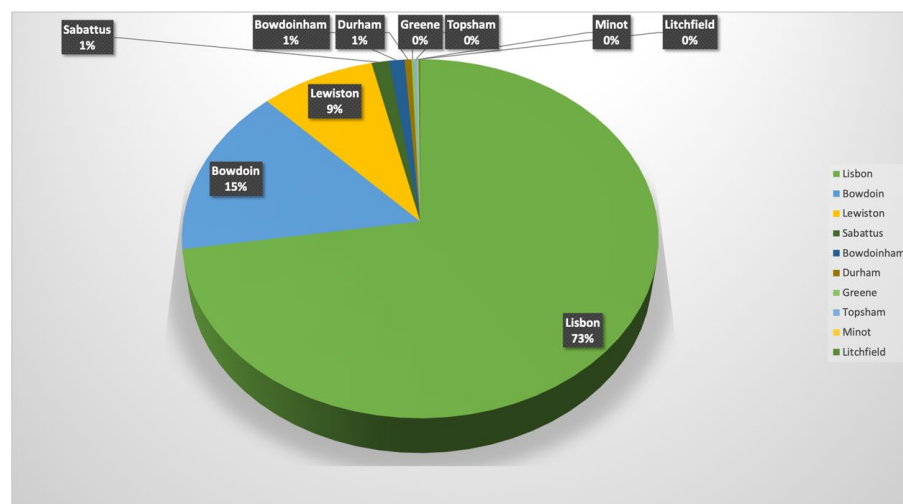
With Covid, vaccination mandates, increased call volume, personnel burnout and a severe lack of EMS providers in the state the last two years for EMS in Maine have been challenging. The state of Maine legislature started a Blue-Ribbon Commission this year; the commission found that rural EMS services with 1200 calls are losing \$695 per call; even high efficiency services responding to 1800 calls are losing \$322 per call. Based upon this formula Lisbon Emergency is expected to lose roughly \$287 per call based upon 1,530 emergency calls and transfers combined. This shows that Lisbon Emergency is more economically sound versus the average service.

Deputy Chief MacDonnell said page 4 is a chart from April 2022 to March 2023 and shows they are on track to do the same as last year. Page 5 shows the percentage of call volume; page 6 describes the outreach campaign; page 7 outlines community outreach, including CPR and Stop the Bleed classes and continuing education. She said page 8 describes the new program staffing a transfer truck; page 9 shows the increased staffing; and page 10 describes hiring full time paramedics in July, along with looking at grants.

#### Call Responses April 2022 - March 2023

	Town	LISBON	BOWDOIN	LEWISTON	DURHAM	BOWDOINHAM	SABATTUS	GREENE	Topsham		Transfers
MONTH											
22-Apr		60	15	1							5
22-May		91	14	4			1				13
22-Jun		87	20	3	2		2				
22-Jul		80	16	7	1		2				14
22-Aug		86	19	9			1		1		6
22-Sep		89	11	10			1				
22-Oct		66	25	15			1	2	2		3
22-Nov		97	17	11			2				1
22-Dec		100	11	22	1		2	2			35
23-Jan		91	24	10	3		1		1		25
23-Feb		83	12	16			1				18
23-Mar		74	28	10			15	3	1		26
total		1004	212	118	7	16	18	3	3		146
				Litchfield 2							
				Minot 1							
											1,530 total

#### Responses from April 2022-March 2023



**Increased presence in the community:**

Lisbon Emergency was able to cover 57 High School sporting events and multiple rec department youth football games. We have worked closely with the school system in Lisbon to create a system that works when sudden cardiac arrest occurs in the school/ sporting events.

National data is 1 in 300 students will go into cardiac arrest. This equals one student will go into cardiac arrest every 2.99 days. Sudden cardiac arrest is the number 1 killer of student athletes, and the leading cause of death on school campuses. The survival rate increases at schools that are prepared for emergency medical events. My thoughts on making a School District part of the Heart Safe Community are based on Lisbon School District's hard work:

- An AED in each School
  - o The AED is checked at least 3 times a year
- AED are within 3 minutes of any student including sport fields
- Doors signs "AED" building
- School has a "Cardiac Arrest" action plan
  - o Drills on Cardiac Arrest
- At the start of a school year, students are informed of the location of the AED (middle and high school)
- At least 1/3 of the school staff are trained in CPR (hands-only)
- Each sport team at the start of the season:
  - o Informed where the closest AED is located
  - o Offer Hand-Only CPR
  - o Coaches are required to know CPR per the Maine Principals Association
- There is an AED at all home sporting events (Lisbon has an EMT at all sporting events)
- All seniors are required to take Hands-Only CPR (on hold because of COVID)
- Having an after cardiac arrest action plan
- Bus Drivers knowing CPR

Areas that Lisbon Emergency is working on (budget plays a big part)

- Drills
- 12-Lead for all Athletes (national trend)
- Having an AED on away sporting events. Lisbon School buses travels the back roads of Maine to go to other schools

**Community Outreach:**

Lisbon Emergency has made it possible for members of the community to learn CPR and our providers to have continuing education. Below is a list of trainings done from Nov 2022-current. It is an ongoing goal of Lisbon Emergency to train as many citizens in CPR.

**2022**

- Nov: Tourniquet application training for (2) recycling center employees
- Nov: Heart saver CPR / AED / 1st Aid training for (4) Lisbon school teachers
- Dec: Splinting class for (6) Bowdoin EMS, Lisbon Fire, and Lisbon EMS providers
- Dec: Interfacility Transfer education for providers

**2023**

- Jan: Heart saver Pediatric CPR / AED / 1st Aid training for (4) Soul2Soul Daycare providers
- Jan: Transitional Miscommunication education for providers
- Feb: Soft Tissue Injury education for providers
- March: Heart saver Pediatric CPR / AED / 1st Aid training for (4) Soul2Soul Daycare providers
- March: Heart saver CPR / AED / 1st Aid training for (1) Rafting guide
- March: Acute Coronary Syndrome and 12 lead education for providers
- April: Capnography Made Easy education for providers

- April: Adult CPR / AED training for (15) staff members of Lisbon Legion Hall & Left-Hand Club

**Introduction of a new program:**

Lisbon Emergency Started staffing a “transfer” truck 9a-4p (when staffing allowed) from April-November of 2022. This truck was in addition to our Primary ambulance and was able to cover second calls if needed.

In December of 2022 Lisbon Emergency saw an influx in providers wanting to work for us so we started staffing a second day truck from 6am-6pm (when staffing allows).

Due to the additional staffing, Lisbon Emergency had only missed;

December- (3) 2<sup>nd</sup> calls and (1) 3<sup>rd</sup> call

January- (6) 2<sup>nd</sup> calls

February- (3) 2<sup>nd</sup> calls and (1) 3<sup>rd</sup> call

Lisbon Emergency was able to cover the following calls due to additional staffing;

December- 35 transfers 7 were emergent

7 second calls

3 EMS assists

6 first respond

January- 25 transfers 4 were emergent

6 second calls

1 EMS assist

2 first respond

February- 18 transfers 4 were emergent

2 second calls

0 EMS assist

2 first respond



*One of our goals last year was to cover more second calls.*

Lisbon Emergency has been able to pay for the extra staffing through the additional revenue from transfers.

**Increased Staffing:**

Since April of 2022 Lisbon Emergency has hired

- Paramedics- 7

- Advanced- 5

- Basic- 7

- 4 applications pending follow up

Staffing shortage for EMS around the state is a huge issue and we are fortunate to have had all these providers apply and work for us.

**Most Recent Month:**

82 Total trucks for March 2023 (includes day, night and second day truck)

Of the 31 day shifts, the primary ambulance was staffed

Paramedic: 31 days

Advanced: 0 days

Basic: 0 days

Of the 31 night shifts, the primary ambulance was staffed

Paramedic: 30 nights

Advanced: 1 night

Basic: 0 nights

**Of the 20 day shifts, the second ambulance was staffed**

**Paramedic: 15 days**

**Advanced: 4 days**

**Basic: 1 day**

**Of the 82 trucks in total, we were able to staff 8 double medic trucks.**

**We anticipate to keep this trend going of staffing Paramedic trucks and are hopeful with the new hires.**

**Our future goals include:**

**July 1<sup>st</sup> we will be hiring 3 full time Paramedics and a full-time Deputy Chief. This will allow us to have committed paramedics throughout the week and more structure to every day operations. For scheduling purposes, we will be able to spread them out more evenly throughout shifts. Our goal is to always have paramedic coverage.**

**As our data has shown, the second day time truck has become very helpful in covering second calls and generating revenue. We will continue to staff this truck (when staffing allows).**

**Having a Community paramedic in town to provide in-home care to citizens of Lisbon and surrounding communities is also a goal of Lisbon. We aim to utilize grant money to accomplish this goal.**

**Lisbon Emergency will also be applying for various grants to gain new equipment.**

**Lisbon Emergency's main goal is to provide the Town of Lisbon and surrounding communities with the best prehospital emergency care possible and to work closely with the Town of Lisbon in the future.**

Councilor Moore asked which towns Lisbon EMS covers. Deputy Chief MacDonnell said Lisbon, Bowdoin, Bowdoinham (with NorthEast), and Mutual Aid with United, Lewiston, Sabattus, Durham and Topsham. She added that Lisbon EMS is not looking for any other full time towns.

### COUNCIL COMMITTEE REPORTS

1. School: Councilor Lunt said there was nothing to report.
2. Planning Board: Councilor Fellows said there was nothing to report.
3. Lisbon Development Committee: Councilor Lunt said there was nothing to report.
4. Conservation Commission: Councilor Moore said there was nothing to report.
5. Recreation Committee: Councilor Larochelle said he did not go to the meeting but he reached out to Parks & Recreation Director Mark Stevens. He said the Committee reviewed the Fee schedule changes and talked about possible changes to Summer Street Park. He said they also discussed the new employees.
6. County Budget Committee: Councilor Lunt said there was nothing to report.
7. Library Governing Board: Councilor Keller was absent.
8. Water Commission: Councilor Fellows said there was nothing to report, but the Water Commissioners meet next week.
9. Finance Committee: Mr. Michalowski said they met on May 6 to discuss the Municipal and School Budgets and CIPs.

### TOWN MANAGER'S REPORT

Mr. Michalowski said the town went out to bid for loam and seed at Worumbo, they are going to wait until September to have it done and will need to go out to bid again for that. He said the timing was bad for the companies who might bid.

Mr. Michalowski said he received a letter from AVCOG looking for one elected official to represent Lisbon at AVCOG. He said the Town Manager and the Economic & Community Development Director will attend the AVCOG meeting and will forward information to the Council.

Mr. Michalowski announced good news, that the Town was granted the Internship Grant and the intern vetted by MMA will start on May 1<sup>st</sup>. He said Lisbon is one of four towns receiving an additional grant of \$3,000.00 for the intern.

Next, Mr. Michalowski announced that the new Finance Director, Samantha Bryant, will start on April 18<sup>th</sup>. He added that there are several positions open in the municipality, including the Recreation, Public Works, Police and Tax departments.

#### **APPOINTMENTS—NONE**

#### **COUNCILOR COMMUNICATIONS**

Councilor Fellows said he is glad to be back to the Council meetings in person.

Councilor Moore expressed his excitement about having an intern on hand, and asked what they will be doing.

Mr. Michalowski said the intern will be involved with some projects outlined by the Economic & Community Development Director, as well as in the Town Manager's office doing some A/P work and looking at data integrity. He said the intern is from Hallowell, and May 1<sup>st</sup> is his first day.

#### **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS—NONE**

#### **EXECUTIVE SESSION—NONE**

#### **ADJOURNMENT**

**VOTE (2023-57)** Councilor Fellows, seconded by Councilor Larochelle, moved to adjourn at 7:40 pm.

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

**Order passed – Vote 6-0.**

---

Lisa M. Ward, Council Secretary  
Town Clerk  
Date Approved: April 18, 2023