



**TOWN COUNCIL  
MEETING MINUTES  
MARCH 17, 2020**

Fern Larochelle 2020  
Normand Albert, Vice Chair 2021  
Kasie Kolbe 2021  
Allen Ward, Chairman 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Jeffrey Ganong 2022

CALL TO ORDER. The Chairman, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Superintendent; Lisa Ward, EMA Director; and approximately four citizens in the audience.

**GOOD NEWS & RECOGNITION**

**VOTE (2020-58B)** Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following resolution:

**RESOLUTION FOR EMERGENCY AUTHORIZATION TO EXECUTE**

**Be it hereby Resolved,** That the Lisbon Town Council authorizes the Lisbon Town Manager to execute certain documents requiring action during any period where the council is not meeting due to the COVID-19 public health emergency.

Whereas, a state of emergency has been declared both within the United States and the State of Maine; and

Whereas, public health officials have recommended that social distancing measures be implemented, including avoiding meetings of ten or more individuals; and

Whereas, as a result, meetings of public bodies may be postponed or their agendas reduced to limit meeting time; and

Whereas, in the normal course of business, Town authorization is frequently required to allow regular business to continue; and

Whereas, certain legal documents such as quitclaim deeds, release deeds involving Code Enforcement violations, grant applications and agreements, and other documents generally requiring Town Council authorization for their execution by the Town Manager; and

Whereas, delaying such execution could create problems and difficulties for the Town and other parties to those agreements;

**Now, therefore, be it resolved by the Town Council of the Town of Lisbon** That under circumstances where the Town Council is unable to meet or wishes to limit the number of items on the agenda, the Town Manager is hereby authorized, after consultation with the Town Council Chairman, to execute such documents and agreements as are necessary to avoid an unnecessary delay that could result in harm to the Town or other parties to such agreements. The Town Manager shall notify the Council via electronic means of the intention to take such actions in advance of doing so.

Councilor Ward pointed out the agenda changed from Friday to Tuesday based on the last 72 hours and counting due to public health concerns evolving around the COVID-19 virus. There is a list of additional items requiring Council action on tonight's agenda for consideration since the next time the Council is expecting to meet could be May 5.

Councilor Ward said the intent of the proposed resolution is to address action needed for things that could come up that had not been included on the agenda tonight giving the Town Manager the option to be able to proceed to carry out the town's business without interruption. He indicated he requested these agenda items be rearranged to expedite tonight's meeting that could be above the 10-person rule to meet its purposes. Councilor Ward asked if there were any questions on the changes to the agenda before Council tonight. None noted.

**VOTE (2020-58C)** Councilor Fellows, seconded by Councilor Lunt moved the question. **Order to Move the Question passed – Vote 7-0. Main Order passed – Vote 7-0.**

## **PUBLIC HEARINGS – NONE**

### **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Councilor Ward said he had one item if Councilors did not mind. There are five bids on the agenda this evening tonight for consideration. He said after a conversation he said he personally made go sideways at the previous Council meeting with the Public Works Director, he said he would like to go through the purchasing policy to paraphrase one of the considerations that effects an agenda item tonight. He said the key point is:

- Section 86-31b ... No payment shall be made or obligation incurred ... unless there is sufficient funding from the town manager or the town council first in advance, and
- Small Purchases of \$1,000 shall be authorized by department heads does not require formalized bidding.

Councilor Ward said there is an in-formal bidding process for anything above \$5,000 but less than \$10,000. He said this is ambiguous because it has no reference to who has to make the award. Is it the Council or the Town Manager. Formalized bidding is anything that exceeds the \$5,000 threshold, which actually requires an invitation to bid at least 5 days in advance. He said his 14 days would only be a recommendation at this point. He pointed out that bids shall be sealed and identified as bids in a sealed envelope. Purchases in excess of \$10,000 shall require approval of the Town Council. He pointed out, again, it is ambiguous and why reference \$5,000 for a bid if it only requires going to the Council if its \$10,000. He recommended this language be cleaned up. He mentioned the other things like a local bidding preference. He indicated in that regards the town should be promoting local businesses as best we can.

Councilor Ward said one of the other bids being considered tonight by the Council is one for hourly rates over small projects. There is nothing in our current policy that allows for a bid over a year's time period because in theory that could elevate to the \$10,000 which could be argued that it has to go before Council for award to an individual.

Councilor Ward said the proper recourse here would be to look at our current purchasing policy first and to fix what needs to be updated first, rather than keep pushing things forward.

Councilor Fellows said he reviewed this as well and found it a little confusing. It says some very definite things and then leaves out others. It needs updating. Councilor Ward said staff has some things they would like to see corrected, Mrs. Barnes has some things she would like updated, and Council has some recommendations. He asked Mrs. Barnes to put these amendments together for a first draft and to bring it back to the Council for action.

## **CONSENT AGENDA**

**VOTE (2020-59)** Councilor Larochelle, seconded by Councilor Albert moved to approve the following items:

- A. Municipal Accounts Payable & Payroll Warrants -

# 3112020    \$ 16,852.38    # 3172020    \$ 113,215.58

B. School Accounts Payable & Payroll Warrants -

# 2016    \$ 231,648

C. Minutes of March 10, 2020

D. Liquor License for Flux Restaurant

E. Set Public Hearing & Second Reading for May 19 for Chapter 70 Zoning Amendments for Dwelling Units & Land Use Table

F. Consolidate Municipal Budget Workshops & Cancel April Council Meetings

G. Mobile Home Park Renewals

H. Victualer License Renewals

I. Extend Due Date on 2020 Tax Second Installment through May 1

J. Extension for Business Loans

K. Authorization to Solicit Bids for Projects

L. School Budget Validation Referendum

M. School Budget Validation Referendum Warrant & Council Recommendation

Orders for D-M presented were as follows:

D: To approve the Liquor License for the Flux Restaurant.

E: To set a Public Hearing and Second Reading for Dwelling Units and Table of Land Uses for May 19, 2020.

F: To cancel Council Workshops and Regular Council Meetings through April 30 and to revisit this issue at the May 5 Council meeting.

G: To approve Mobile Home Park license renewals pending receipt of Application, Fees, and Department Head Inspection Approvals.

H: To approve Victualer license renewals pending receipt of Application, Fees, and Department Head Inspection Approvals.

I: To move the date when interest will start accruing on the second installment to May 2, 2020.

J: To approve extending loan payment due dates in March and April through May 1<sup>st</sup>. Interest and penalties will not accrue on March & April payments only until after May 1<sup>st</sup>.

K. Authorize the Town Manager and Town Engineer to solicit bids for David Street Pump Station & Treatment Facility Chlorine Contact Tank Improvements, Phase 2 Sewer Improvements, and Pinewoods Road projects.

L: To set the School Budget Validation Referendum for June 9, 2020 and approve ballot printing using the date "May 12, 2020," and to schedule the School Budget Public Hearing date for May 5, 2020 at the Town Office.

M: To approve the School Budget Validation Referendum Warrant as presented and to indicate "YES" under Council Recommendation on ballot.

**Order passed - Vote 7-0.**

## **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

Set Public Hearing for April 7, 2020 for Façade Grant  
NOW REVISED TO: SUBMIT FAÇADE GRANT APPLICATION

**INTRODUCTION:** Mrs. Barnes reported in February 2020 the Maine Department of Economic and Community Development's (DECD) Office of Community Development (OCD) invited the Town of Lisbon to submit a Community Development Block Grant (CDBG) application to fund a Business Façade Grant program. Public input is an important component in developing a strong grant proposal and a requirement of OCD to apply for CDBG funds. ECD has previously promoted to the public the proposed Façade Grant Program via the Town's email distribution list, social media, and a call for projects that ran in the Lewiston Sun Journal.

Mrs. Barnes indicated per correspondence with DECD staff today, March 16th, DECD has waived the traditional requirement for a public hearing during the pre-application period and extended the application deadline to May 1, 2020. Therefore, Mr. Richardson is requesting Council authorize the Town Manager to submit the Façade Grant application requested by OCD for \$100,000 in CDBG funding to the Town of Lisbon for a Business Façade Grant program now. She said matching funds will be provided by the participating businesses.

**VOTE (2020-60)** Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager and ECD Director to submit the Façade Grant application requested by OCD for \$100,000 in CDBG funding to the Town of Lisbon for a Business Façade Grant program. **Order passed - Vote 7-0.**

#### CRYSTAL SPRING HEALING ALTERNATIVES – MANUFACTURING LICENSE

**INTRODUCTION:** Michael Scalia is requesting a Manufacturing Medical Marijuana License for a new facility at 1 Upland Road. The Police Chief, Fire Chief, and Code Enforcement Office completed inspection certifications and have approved Council's granting Crystal Spring Healing Alternatives, LLC a license. Please note that Mr. Scalia's application had also indicated he wanted a Storefront license at the same time; however, Mr. Scalia will not be able to complete the requirements for granting the Storefront license at this time, but he indicated he would apply again when his storefront operation is nearer completion

**VOTE (2020-61)** Councilor Larochelle, seconded by Councilor Albert moved to approve the Manufacturing Medical Marijuana License for Crystal Spring Healing Alternatives, LLC. **Order passed - Vote 7-0.**

#### WORUMBO MILL SITE - MATERIAL REMOVAL & FENCE REPLACEMENT

**INTRODUCTION:** Mr. Cyr requested permission to rent a rock crusher for the Worumbo Mill Project. There is approximately 1500-2000 yards of rock onsite, which we could crush down for much needed gravel to be used on the site and other projects. The cost of the crusher unit is \$17,000.00 for 14 days to rent, which will give us plenty of time to crush what is on site. The crusher would save us on trucking, time, and material. This material can be stock piled and used for other projects in town, he said. Councilor Larochelle reported they are doing a great job so far.

Mr. Cyr requested authorization to put the fence out to bid, which will go along the retaining wall where the old fence once stood. This would improve the safety of the town's people that will be soon using the property for various reasons.

**COUNCILOR COMMENTS:** Councilor Ward asked that this item be separated into two discussions.

**VOTE (2020-62A)** Councilor Ward, seconded by Councilor Albert moved to authorize the Town Manager and Public Works Director permission to rent the rock crusher for 14 days using funds coming from the Downtown TIF **Order passed - Vote 7-0.**

**COUNCILOR COMMENTS:** Councilor Ward asked if Mr. Cyr had any idea how much this fence would cost. Mr. Cyr indicated around \$12,000 for 700 feet to 750 feet of black fencing with gates or doors to allow for portage access. Councilor Larochelle mentioned Mr. Cyr will need to get some answers about the area below the dam and what type of access people will have. He recommended Mr. Cyr consult with the owners of the hydro dam first. He said there is more to be done to develop the specifications first before sending this out to bid at this point, but everything is going in the right direction. Mr. Cyr agreed and said he wanted to know if the Council wanted him to move forward with installing a fence. Councilor Ward pointed out that the language for formalized specifications, and standardized bid forms, and so on in the purchasing policy need to be revised and approved prior to sending this out to bid; and the sooner the better. .

**VOTE (2020-62B)** Councilor Larochelle, seconded by Councilor Albert moved to approve moving forward putting the fence out to bid. **Order passed - Vote 7-0.**

#### TRANSFER STATION – CHANGES PUT INTO PLACE DUE TO COVID-19

##### *Added Item*

Mr. Cyr reported the employees at the Transfer Station would no longer be able to assist residents with trash removal from their vehicles. They will no longer be able to handle cash transactions for recyclables as well because that interaction requires closer contact, giving back change, writing out receipts in the office, etc. . Councilor Ward said actually your staff will only be directing the flow of traffic as it moves within the facility. They will be able to check valid stickers as vehicles are dumping household trash. Mr. Cyr said staff will direct residents to the cardboard area, etc. Mr. Cyr said this would continue until he get the okay that everyone is going back to a normal life again. Mr. Cyr said composting is still active since employees do not handle anything there. Residents can drop that off.

Mrs. Barnes estimated this would be for the next two months probably. She recommended reevaluating this on May 1. Councilor Ward said until May 1 it will be household trash only at the Transfer Station. There were no objections. Mrs. Barnes said she would include this in her press release.

Councilor Ward said the intent is to keep the operation open. Councilor Albert said the key would be communication so residents don't show up with something and get upset that they can't leave it. He said the intent is also to protect the public and employees because if the employees get sick then there will be no one to run the operation. It is not about not wanting to help; it is about wanting to be careful with the most vulnerable folks.

#### AUTHORIZATION TO GO OUT TO BID FOR PARK PROJECTS AT GRAZIANO SQUARE

**INTRODUCTION:** The Code Enforcement Officer would like to request the Council approve going out to bid for Electrical, fencing, and paving work for the Park at Graziano Square as follows:

Electrical work includes:

- Provide service pole, supply panel and disconnect with meter trim to corner of parking lot designated for vending. Circuits sized sufficiently to handle power for the entire park, including the Gazebo, landscape lighting, parking area and vending area.
  - Install underground wiring in conduit to Gazebo and install weatherproof receptacles (2) at designated locations.
  - Install weatherproof (2) receptacles to service vending area in parking lot.
  - Install underground wiring to landscape lighting and Welcome to Lisbon-Graziano Square lighting.

Fencing work includes:

- Install a commercial grade 6' tall aluminum fence surrounding the park area with gates at each entry (3). Fence specs are included with the packet.
- Provide doublewide access gate for park maintenance.
- Install solid slat 6' tall wood fence along border of parking lot and abutter.

Paving work includes:

- Prep and Install asphalt base and finished topcoat at parking lot area
- Pave entry apron into new concrete walkway at Village Street parking lot entrance and grade providing ADA accessibility as required.
- Grade asphalt into the Storm Drain connection in parking lot.

Mrs. Barnes said she would take those specs Councilor Ward indicated he would send to Mr. Cyr and make everything uniform.

**COUNCILOR COMMENTS:** Councilor Ward pointed out: one) the timing on this park and already delay and everything being considered a priority and two) we know this is not the actual bid specs in the packet, but confident

the CEO has more, and three) the two complaints about the cover page asking contractors how much they are willing to donation while asking for their estimate for work submitted. Councilor Ward said this obviously needs work and he would like to know the construction estimates for all three of these projects because they could escalate to a formalized bid with quotes. Mrs. Barnes indicated they might so that's why they are asking Council for authorization to go out to bid. She asked if Council wanted the donation language removed. Councilor Ward answered yes. There were no objections noted.

Mrs. Barnes said the \$50,000 set aside for the Route 196 Davis Street project would be used for this now, with \$25,000 left. Councilor Ward said these three items could exceed the funds available and suggested tabling this item for now. The Town Clerk indicated there is no motion on the floor at this time to table.

**VOTE (2020-63)** Councilor Larochelle, seconded by Councilor Ward moved to authorize the Town Manager and Code Enforcement Officer to go out to bid for Electrical, Fencing, and Paving work for the park at Graziano Square.

Councilor Larochelle said he understood the concern that the bids be proper and complete before they go out. He said he would hate to see a longer delay because the project is already stalled so he would like to get this process going. He said it would be difficult to achieve what the town wants in a reasonable amount of time once we get into June. He said if we wait until June we might not get decent bids to get this project done.

Councilor Larochelle said he would actually rather give Mrs. Barnes the authorization to, whether or not the Council actually handles this in a sense, giving her authorization to and having her send out the bids prior to them going out so we can actually give Councilor Ward as Chair the authorization to actually move forward with them as long as they are complete and then get them out. He said with the way things are going he would hate to see the situation we are in slow that project down so he recommended this project keep moving forward. Councilor Ward said he gave Mrs. Barnes everything she needs to get that going without coming back to the Council. He said he liked that approach. Mrs. Barnes pointed out this will have to come back to the Council to be awarded if over the threshold. Councilor Larochelle said the bid could actually go out now.

Councilor Ward said if the project is under the \$10,000 threshold, it changes things because that would not require a formalized bid, which is why he said he wanted to know what the estimates were. He said if we do not have \$25,000 then the motion would need a friendly amendment because we would not have adequate funding to be able to even consider this in May. He said the Council would have to reallocate funding in May depending upon which way you want to go. Councilor Albert said he had questions about reallocation of funds if this project goes over. Mrs. Barnes said all the Council will be doing is allocating, not reallocating, from the TIF.

**Order passed – Vote 7-0.**

### SOLICIT BIDS FOR BUILDING, PLUMBING, HVAC, AND ELECTRICAL SERVICES

**INTRODUCTION:** Mrs. Barnes reported that the Code Enforcement Officer would like permission to solicit bids for Carpentry/Building related maintenance, Plumbing and HVAC maintenance, along with Electrical maintenance work, which are on-going services needed for all municipal buildings. The bids will require an "hourly rate" for services from licensed (where required) contractors in each trade. This service will help streamline smaller jobs and allow work to be done more efficiently. The Codes Officer recommends awarding this bid on an annual basis. Mrs. Barnes said she could see where this might go over the \$10,000 per year, but then again it might not. She indicated it would not for any one issue we have, but if we thought it would we would come back to Council for approval to go out to bid for that part of the work.

**COUNCILOR COMMENTS:** Councilor Ward said one of the limitations that we have with our purchasing policy is that we do not have that kind of flexibility for that kind of Mass of Services Agreement. He said if there is going to be a one-year time frame on this; he would like to see language in the purchasing policy that speaks to going over that \$10,000 in that time frame that gives Council the option to address it because all Mass of Services Agreements should go before the Council if they exceed \$10,000.

**ACTION TAKEN:** Councilor Ward requested the purchasing policy be addressed first before soliciting bids for this agenda item. Mrs. Barnes indicated she would work on this revision. Councilor Ward suggested moving this item to July perhaps for discussion. **There were no objections.**

Councilor Fellows said in this case that no individual submission would come above the \$10,000. Councilor Ward said it could over the term of a year. Mrs. Barnes said at an hourly rate it would depend upon what the routine maintenance was that could exceed the \$10,000. Councilor Ward said that is why we should address this in the purchasing policy up front instead of after the fact in order to protect staff's interest.

Councilor Albert asked if the Council should add a cap for each individual item giving the Manger some discretion. Councilor Ward said we could have language in there that each individual item under that Mass of Services Agreement requires a task order with a construction estimate and if that construction estimate exceeds \$10,000 then you could have them back before the Council for consideration or forced formalized bidding. Mrs. Barnes said she might have to review that \$10,000 threshold and bump that up to \$15,000 considering the current market. Councilor Ward said he was okay with the \$10,000 but not the \$5,000 because there is no jump between the informal. There should be a department discretion with quotes and a \$10,000 cap or whatever. He indicated he was open to discussing what those limits should be. With inflation, \$10,000 doesn't buy you that much.

**AMENDMENTS TO CHAPTER 70 ZONING  
ACCESSORY DWELLING UNITS, DEFINITIONS & LAND USE TABLE**  
*First Reading*

**VOTE (2020-65)** Councilor Larochelle, seconded by Councilor Albert moved to adopt Amendments to Chapter 70 Zoning, Section 70-1 adding new definition Accessory Dwelling Units, adding new section for Accessory Dwelling Units, and amending Section 531 Table of Land Uses adding Accessory Dwelling Units as follows:

Sec. 70-1. – Definitions.

Accessory Dwelling Unit means a residential living unit that is within or attached to a single family dwelling, or is located in a detached structure and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

Sec 70-TBD. – Accessory Dwelling Unit.

(1) Purpose.

The purpose of the Accessory Dwelling Unit standards are to:

- a) Increase the supply of affordable housing without the need for more infrastructure or further land development.
- b) Provide flexible housing options for residents and their families.
- c) Integrate affordable housing into the community with minimal negative impact.
- d) Provide elderly citizens with the opportunity to retain their homes and age in place.

(2) Conditional Use Permit Required

The Planning Board is authorized to grant a Conditional Use Permit to allow for Accessory Dwelling Units in accordance with the restrictions and requirements of this section.

- a) The Conditional Use permit shall run with the land, not the property owner.

(3) Criteria for Approval

All of the following criteria must be met in order for the Planning Board to approve an Accessory Dwelling Unit.

- a. A maximum of one (1) Accessory Dwelling Unit may be permitted on a property located in zoning districts that allow single-family dwellings.
- b. The Accessory Dwelling Unit shall have an independent means of ingress and egress.

- c. A minimum of two (2) off-street parking spaces shall be provided for the Accessory Dwelling Unit.
  - d. The applicant must demonstrate adequate provisions for water supply and sewage disposal for the accessory and principal dwelling units. Water and wastewater systems for the principal dwelling unit and Accessory Dwelling Unit may be shared or separate.
  - e. Either the principal dwelling unit or the Accessory Dwelling Unit must be owner occupied. The owner must demonstrate that one of the units is their principal place of residence. Both the primary dwelling unit and the Accessory Dwelling Unit must remain in common ownership.
  - f. Accessory Dwelling Units shall maintain an aesthetic continuity with the principal dwelling unit as a single-family dwelling.
  - g. An Accessory Dwelling Unit shall not exceed 800 square feet.
  - h. The Accessory Dwelling Unit shall have no more than 2 bedrooms.
- (4) An Accessory Dwelling Unit that complies with the requirements of this section shall not be considered an additional dwelling unit when calculating lot area per family under the space and bulk regulations of the Code.
- (5) All necessary building and occupancy permits shall be obtained from the Code Enforcement Officer. Compliance with all building codes applicable to the construction of an Accessory Dwelling Unit is required.

Sec. 70-531. - Table of Land Uses.

<i>Residential Uses</i>	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD <sup>8</sup>
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P <sup>10</sup>
<u>Accessory Dwelling Unit</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>NO</u>	<u>NO</u>	<u>C</u>

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

## MUNICIPAL BUDGET PRESENTATION

**INTRODUCTION:** Mrs. Barnes reported the Initial FY 2021 Municipal Budget Department requests total \$9,447,521.00 for an increase of \$200,297.00, or 2.17%, over the current FY budget of approximately \$9,247,224.00. Of this increase, 42.8% is comprised of wages and benefits. These budgetary numbers exclude the County Tax, the local contribution to the School Department, and TIF and Overlay amounts, totals that will be verified later in the budget process. The Town's FY 2021 share of the County budget will increase \$45,913.00 over the current budget.

Mrs. Barnes said wages and benefits total \$5,336,897.00, comprising 56.5% of the budget. This represents a wage and benefit increase of \$85,726.00, or 1.63%. This represents a total wage increase of \$90,446.00 and total benefit decrease of \$4,720.00. Proposed personnel changes make up \$37,582.00. The remaining wage increase of \$52,864.00 includes a cost of living adjustment. A 9% cost increase in the health insurance premiums has been factored into the assumptions beginning January 1, 2021.

Mrs. Barnes pointed out that included in this year's budget are capital requests for operational needs and planning for the future by funding capital improvement reserve accounts. This will enable Council to see what the budget would entail if we raised through taxation the needs of all the departments.

Mrs. Barnes said the FY 2021 Municipal Budget Town Manager requests total \$9,429,121.00 for an increase of \$181,897.00 or 1.97% over the current budget. These amounts again exclude the County Tax, the local



contribution to the School Department, TIF and Overlay amounts. Wages and benefits total \$5,336,897.00, comprising 56.6% of the budget.

Mrs. Barnes said two personnel changes were requested in this year's budget. The Recreation Department has requested a restructuring to allow for the creation of an Assistant Recreation Director position. The Clerk's Office has requested that the part-time Assistant Clerk be made a full-time position. Explanations of the needs for both departments are included in the department explanations and the costs of the proposed position changes are included in the wage and benefit spreadsheet.

Some of the significant Manager's request for non-salary and wage increases include the following:

Worker's Compensation	\$18,958.00
Buildings Expense	\$50,000.00
LES Stipend	\$50,073.00
Hydrant Rental	\$74,000.00

Mrs. Barnes mentioned there are a few unknown cost drivers she is working on to bring to resolution. She said she had estimated a 5% increase to the Town general insurance accounts as a placeholder. She will make the necessary adjustments to those line items once she hears back from the underwriter.

Mrs. Barnes reported Lisbon's unassigned fund balance is estimated to be lower than the previous year that is due to a portion being designated for capital projects and higher Municipal, County, and School budgets. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risks that can occur from unforeseen revenue fluctuations and unanticipated expenditures. The fund balance also provides cash flow for the Town's general operations, which will reduce the Town's need for a Tax Anticipation Note and the interest and borrowing costs associated with the note.

Mrs. Barnes said the differences between the Initial requests and Manager's requests are the following: These items will be pulled out to look at either being funded through the current budget or undesignated fund balance.

Town Clerk Budget	\$10,000 – Professional Services (Clerk Book Restoration)
Police Department	\$ 8,400 – Equipment

Mrs. Barnes reported savings next year for fuel oil. She said currently we are paying \$2.25 for #2 fuel oil, but we just locked in at \$1.73; \$2.11 for diesel, now locked in at \$1.58; \$2.15 for gas, now locked in at \$1.49; \$1.79 for propane, now locked in at \$1.29; new prices effective when the current contract expires.

Mrs. Barnes mentioned projected revenue increases right now look like \$400,000.00.

**COUNCILOR COMMENTS:** Councilor Ward said although budget workshops were not necessary, he said he did not want to wait until May to address questions. He asked Councilors to submit questions to the Town Manager and cc (copy all) Councilors for each budget according to the timeline on the budget workshop schedule as follows:

March 24, 2020	Elected Officials, Town Manager, Insurance, Legal, Technology, Assessing, Abatements, Finance, & Tax, Debt Service, Capital Improvement Plan to Council & Planning Board via electronic means
March 31, 2020	Lisbon Emergency, Police & Fire & EMA Budget
April 14, 2020	Public Works, Transfer Station, Street/Traffic Lights, Hydrant Rental & Wastewater Treatment Plant
April 21, 2020	Codes, Town Buildings, Board of Appeals, Planning, Economic Development, Town Clerk, General Assistance, Misc. & Community Service
April 28, 2020	Parks & Recreation & Library

Councilor Ward indicated the Town Manager would obtain the answers and be ready to share those with the Council at a consolidated budget workshop meeting in May. He asked that the CIP be sent to the Council and Planning Board electronically, and along to the School and Water Department so they can see it. He said if a Councilor has no response, then please respond that you have no questions. This process is not meant for dialogue, only to pass information along. The Council will work its way through these budgets department by department submitting their questions.

Councilor Larochelle asked if there still would be a public hearing June 16, 2020. Councilor Ward said yes; the Council cannot skip that piece because the Code Book mandates it.

Councilor Ward said we are game on with a recession mindset and fortunate we are in a good situation. He said the Council is not likely to support new programs or increases if the financial forecast is not the same as last year. He said the bubble should catch up to us so he requested no increase for Excise Revenue this coming year as well. He pointed out that the Town Manager will keep a list of items for the June 16 meeting of potential cuts to address.

## PAY EMPLOYEES DURING POTENTIAL CLOSURE

**INTRODUCTION:** Due to the Coronavirus COVID-19, the Town Manager is recommending the Council approve paying Employees during potential Town Office closure.

**VOTE (2020-66B)** Councilor Larochelle, seconded by Councilor Albert moved to approve paying Town Employees during potential Town Office closure.

**COUNCILOR COMMENTS:** Councilor Ward asked about warming stations since the Town Hall is designated one. Mrs. Barnes said she would check on that. Councilor Fellows said information would go out on our website alert system so some will get that. Councilor Ward suggested we check with the School Department to see if our emergency alert could go out on their phone system as well.

Councilor Ward said as this situation evolves the plan is to have the Town Manager contact the Council Chair and then a decision will get back to the Town Manager for action. Councilor Fellows said nothing prevents the Council from calling an emergency meeting if needed.

Councilor Albert said the goal is to help our families so they can focus on keeping their families safe and do what they need to do in their roles for the town and what is necessary. He said if that means staying home and staying away from the role that they are in so that they can practice self-distancing that we are all trying to do then that is the important thing. He pointed out this is not open ended, we are checking in, and we will be monitoring this through the Town Manager. He said this is the right thing to do at this time. He said he could personally get on board with paying employees during a closure because these funds have already been budgeted.

Lisa Ward, EMA Director reported many emails are being disseminated right now and Council is going in the correct direction. She applauded the Town Manager for making sure communication is getting out to the community. She said we are in the “work hard” and “get through it” mode, which is a good place.

**Order passed - Vote 7-0.**

## EXTENSION FOR SEWER BILLS

**INTRODUCTION:** Due to the Coronavirus COVID-19, the Town Manager is recommending extending the due date for the 2020 March & April 2020 Sewer bills through May 1, meaning interest will not begin to accrue on sewer fees until May 2nd. She said the details still need to be worked out though so that everyone in each quarter gets a break on their interest due. This will be consistent with the water bills and it should only effect the new bills. Councilor Ward asked the Town Manager, when this is settled, to get the wording out to the Council with the details outlined. Mrs. Barnes said yes, she could.

**COUNCILOR COMMENTS:** Councilor Albert suggested the general premise is to defer interest payments on sewer bills and the schedule on how that interest is to be deferred is to be determined.

**VOTE (2020-66C)** Councilor Albert, seconded by Councilor Fellows moved to extend the date that interest starts accruing on the March, April, and May 2020 Sewer bills under the general premise to defer interest payments on sewer bills and that schedule on how that interest is to be deferred to be determined by the Town Manager so that everyone gets a break in each quarter on their interest. **Order passed – Vote 7-0.**

## **OTHER BUSINESS**

### **A. COUNCIL COMMITTEE REPORTS**

1. School: Councilor Albert said the School Department is doing a good job responding to this situation and they continue to move forward to ensure the safety of the students and staff. Staff is working on a plan that is close to completion to conduct remote learning through continued curriculum and in the event this is longer than two to four weeks, this plan should be sustainable for the duration.
2. Planning: Councilor Fellows mentioned the Planning Board approved a conditional use permit for Lisbon Cannabis for 5 Canal Street.
3. LDC: Councilor Larochelle reported Mr. Richardson is very involved and work is moving forward on the Worumbo site thanks to Mr. Cyr and his crew. We are in good shape for now.
4. Conservation Commission: Councilor Ward said their meeting has been postponed.
5. Recreation: Councilor Albert said the Recreation Department is doing a great job adjusting to our situation by delivering meals to the students in need and those left over to the elderly. Their drive up delivery system for the students seems to be working well.
6. County Budget: Councilor Ward said he had nothing new to report.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said he had nothing new to report.

### **B. TOWN MANAGER'S REPORT**

Mrs. Barnes reported at the recent staff meeting this week department heads were able to listen to the CDC Director as he explained the current situation and more about current operations. The CDC will be conducting weekly updates.

## **APPOINTMENTS – NONE**

## **COUNCILOR COMMUNICATIONS**

Councilor Albert said he was impressed with our partners who worked so hard with our unified kids this year. The kids played in our new gym, which was awesome. We are very proud of our kids and proud of how well our kids represented us when we visited other schools and in the way that they hosted. He specifically thanked the Philip W. Middle School Assistant Principle/Activities Director Julie Colello and Coach Kevin Morrisette.

Councilor Fellows said these are extraordinary times. He said the Town Manager, Diane Barnes, has done a tremendous job keeping all of us informed and on schedule. He said he would be available to sign warrants when needed. Mrs. Barnes said these would be at Dispatch after 4PM for signatures.

## **AUDIENCE PARTICIPATION FOR NEW ITEMS – NONE**

## **EXECUTIVE SESSION**

**VOTE (2020-67)** Councilor Albert, seconded by Councilor Larochelle moved to go into Executive Session at 8:55 PM per 1 MRSA Section 405 (6) (A) Personnel Matters. **Order passed – Vote 7-0.**

The Council came out of executive session at 9:45 PM. The Chairman resumed the meeting.

## **ADJOURNMENT**

**VOTE (2020-68)** Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:45 PM. **Order passed - Vote 7-0.**

---

Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: May 1, 2020