Town Council
Meeting Minutes
April 2, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Christine Cain
Fern Larochelle

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

Councilor Moore asked for a moment of silence for the victims of October 25, 2023 and read their names: Ronald G. Morin, Peyton Brewer-Ross, Joshua A. Seal, Bryan M. MacFarlane, Joseph Lawrence Walker, Arthur Fred Strout, Maxx A. Hathaway, Stephen M. Vozzella, Thomas Ryan Conrad, Michael R. Deslauriers II, Jason Adam Walker, Tricia C. Asselin, William A. Young, Aaron Young, Robert E. Violette, Lucille M. Violette, William Frank Brackett, Keith D. Macneir.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Amy Wiers, Tax Assessor; and approximately 10 citizens in the audience.

EXECUTIVE SESSION

Executive Session per 1 MRSA § 405(6)(e) Consultation with Legal Counsel POSTPONED
Item was postponed so the attorney can schedule to attend.

GOOD NEWS & RECOGNITION

Ross Cunningham, Economic & Community Development Director, announced the start of Tasty Tuesdays every other Tuesday. Food truck rallies will occur at the Worumbo, with different ones each time.

PUBLIC HEARINGS

Finance Committee Revisions
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Hearing.

Smiley's Ice Cream Shoppe Victualer's Permit
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items
Consent Agenda Items are considered routine, and will be considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed. Any Councilor wishing to remove an item may do so now.

VOTE (2024-061) Council Member Larochelle, seconded by Council Member Albert, moved to approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants $ 360,614.36

Municipal Payroll Warrants $ 213,042.24

School Accounts Payable Warrant $ 446,639.01

School Payroll Warrant $ 464,603.73

Warrant for School Budget Validation Referendum Election, Order Ballot Printing, and Set Public Hearings on April 30, 2024 for School Budget & CIP and Set School Budget Adoption Date on April 30, 2024

Set Public Hearing for Drew's New to You

Approve Victualer's Permit for Smiley's Ice Cream Shoppe

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve Finance Committee Revisions - Second Reading

Second Reading--moved from previous meeting. Council requested that staff members make revisions to the Finance Committee structure. The aim of these revisions is to enable the Council Liaison to become a voting member. This change is proposed in response to difficulties in recruiting volunteers, which has hindered the committee's ability to reach a quorum for voting. Additionally, we have updated the language to clarify that this is a standing committee, not an ad hoc one. The committee will convene quarterly and will also meet as directed by the chair or as required by our charter. The Finance Committee members also had input during this process.

VOTE (2024-62) Council Member Larochelle, seconded by Council Member Albert, moved to approve Finance Committee revisions as presented.

Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert. Nays – None.
Order Passed – Vote 7-0.

Award Contract for Updates to Appraisal Schedules to William Van Tuinen

Amy Wiers, Tax Assessor, said we need to be at 90% for the tax ratio, last year we were at 73% and this year we are currently at 63%. Se recommended that a review of the tax schedules will help with that. She recommended Council award the contract for this work to William Van Tuinen.

Mr. Van Tuinen provided a memo outlining the need to update the land and building pricing schedules for the Town of Lisbon in the TRIO system. The current schedules, developed by William Van Tuinen in 2016, are based on market conditions and data from a comprehensive town revaluation. Since then, the strong real estate market and rising costs have made these schedules outdated. Recent data from Maine Revenue Services shows Lisbon’s average assessment ratio at 62% for the 2022 tax year with a quality rating of 12.0961. The demand for professional revaluation services is high, with some firms booked until the 2027-28 tax year. Kathy Malloy, the former assessor, and the memo's author believe the town's parcel data accuracy remains high, but the cost schedules for converting data to values are now outdated due to market changes. Recommend contracting William Van Tuinen for the update of the appraisal schedules for the 2024-2025 tax year, suggesting a sole source exemption due to his extensive knowledge of Lisbon's assessing system. Van Tuinen, who developed the current schedules during the 2016 revaluation, has submitted a proposal for this work. The contract with Van Tuinen would be funded from account Act # - 20000000-29728 - Revaluation reserve. This recommendation aims to align Lisbon's appraisal schedules with current real estate market conditions, ensuring accurate and fair assessments.

VOTE (2024-063) Council Member Larochelle, seconded by Council Member Cain, moved to award the contract to William Van Tuinen to complete the updated cost schedules for tax year 2024-25 for an amount not to exceed $16,000.

Order – Vote 7-0.

Codes and Planning Re-Organization Ordinance - First Reading

The ordinance delineates the creation of the Planning Director position, which aligns with the Council's 2024 strategic goals. The Council's directive to augment the town's planning support staff capabilities, as discussed in prior meetings. The Planning Director will be tasked with overseeing land use planning and code enforcement. This role would manage the planning and codes department's operations, including supervision of planning development and code enforcement activities.

The request for this new position is included in the Fiscal Year 2025 (FY25) budget proposal, which is pending approval. Recognizing the potential for budgetary constraints, the ordinance provides a flexible pathway for the Town Manager to appoint a contracted planner should the position not receive funding.

Mr. Michalowski recommended that the Council review the attached ordinance to formalize the creation of the Planning Director position. Discussion followed with Town Attorney Kristin Collins and Mr. Michalowski available for information and questions.

VOTE (2024-064) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Codes and Planning Re-Organization Ordinance with the changes brought up during discussion, and to set the Public Hearing for April 16, 2024.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

OTHER BUSINESS

Use of Pinewoods Road Landfill

Angie D' Amours, Chair of the Lisbon Development Committee, referred the Council to the letter she sent regarding the need to harvest the hardwood on the town-owned property on Pinewoods Road that was formerly the town landfill. She explained that the LDC would like to fund a feasibility study with the funds, to find out how the town can make best use of that same property. Ms. D' Amours also requested sole source contracting with Chip Love, Southern Maine Forestry Services, for the harvest, since the total amount that due to the harvester would be about $7,000.00 and the threshold to go to bid is at $25,000.00.

Councilor Larochelle offered his support to the LDC to look into options for the town. He said if we don't look into it we are doing a disservice to the community. A general discussion among Councilors regarding the project and the contract ensued.

Glenn Michalowski, Town Manager, requested that Council authorize him to harvest timber on the Pinewoods property and to create a special reserve account to fund a feasibility study for the land use there and at other townowned properties. He pointed out that one question at hand was whether the town should allow sole sourcing for the contracting of the work, and clarified that the request for a reserve account would be to make sure the funding goes to the feasibility project rather than into the general fund.

VOTE (2024-064A) Council Member Larochelle, seconded by Council Member Cain, moved to authorize the harvest of the Pinewoods Road property hardwoods, to create a special reserve account for the land use study.
Order Passed – Vote 7-0.

Town-owned Property Discussion with Warden's Service
Item taken out of order after Public Hearings.

Game Warden Corporal Kris MacCabe presented information on landowner liability and landowner relations. Game Warden Corporal Cody Lounder presented and spoke on issues of enforcement with the current Town Ordinance, as well as complaints from area hunters and farmers. Wildlife Biologist Scott Lindsay spoke on the current over-abundance of deer and the biological aspects of the necessity of hunting.

Council discussion followed, with Councilor Moore requesting that the Conservation Commission be included in the consideration. Mr. Michalowski said he would accept the Council's direction to have staff work on a formal recommendation to bring back to Council.

Town Manager's Report
The Town Manager reported on ongoing work:

- LACO/Food Pantry: plans to meet and set up meeting with Council in later April or May
- Public Safety Building Committee: A new committee would be formed with 2 Councilors and some residents to look at site selection, outreach to landowners, and project development. He said he would work on volunteer recruitment for the new committee. Councilors Larochelle and Albert agreed to join the committee. Mr. Michalowski said we can bring in staff as needed.
- LD 337: New laws regarding mobile homes are now in place. He said the planners will bring us information, Mr. Michalowski said we will need to update ordinances.
- Safer grant: this would fund the 2 new Firefighter positions requested in the budget for three years, we cannot apply for it if it is in the budget.

VOTE (2024-064B) Council Member Larochelle, seconded by Council Member Albert, moved to authorize the Town Manager to apply for the Safer Grant.
Order Passed – Vote 7-0.

- Storm due: The town departments are all prepared and ready for the upcoming snow storm.

Council Committee Reports:

School Committee – Councilor Cain
No report.

Planning Board –Councilor Larochelle
Councilor Larochelle said the board is working on zoning changes needed due to state law changes.

Lisbon Development Committee – Councilor Larochelle
Councilor Larochelle said there was much discussed, including downtown, a crosswalk, and parking.

Conservation Commission – Councilor Moore
No report.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller said circulation is up over 30% and the Friends of the Library are collecting books for a sale.

Water Commission – Councilor Robishaw
No report.

Finance Committee – Councilor Robishaw
Councilor Robishaw said they are working on Transfer Station options as a result of a budget shortfall.

APPOINTMENTS

Appointment to the Finance Committee
Jeremy Barnard requested to join the Finance Committee.

VOTE (2024-65) Council Member Larochelle, seconded by Council Member Albert, moved to Appoint Jeremy Barnard to the Finance Committee.
Order Passed – Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Albert said he spent time with LACO, it helped dispel some misinformation. He confirmed June 1 is a check-in date, not a deadline.

Councilor Keller commended residents, a lot of people helped their neighbors during the recent storm.

Councilor Lunt thanked the Lisbon EMS for their professionalism in getting him to the hospital recently, he expressed his gratitude.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

VOTE (2024-066, 2024-067) Council Member Albert, seconded by Council Member Larochelle, moved to enter into Executive Session per 1 MRSA § 405(6)(d) Labor Negotiations and per 1 MRSA § 405(6)(a) Personnel Matters at 9:46pm.
Order Passed – Vote 7-0.

Executive Session per 1 MRSA § 405(6)(d) Labor Negotiations

Executive Session per 1 MRSA § 405(6)(a) Personnel Matters

ADJOURNMENT

To Adjourn
VOTE (2024-068) Council Member Cain, seconded by Council Member Larochelle, moved to Adjourn at 10:38 pm.
Order Passed – Vote 7-0.

_____
Lisa M. Ward, Council Secretary

Date Approved: 08/20/2024