Town Council
Meeting Minutes
March 4, 2025
Lisbon Town Office
7:00 PM - Council Meeting

Fern Larochelle, Chair
Chris Camire, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Jeremy Barnard
Nick Craig

CALL TO ORDER & PLEDGE TO FLAG

Council Chair Fern Larochelle called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

ROLL CALL

Members present included Councilor Fern Larochelle, Councilor Chris Camire, Councilor Mark Lunt, Councilor Normand Albert, Councilor Jo-Jean Keller, Councilor Jeremy Barnard, and Councilor Nick Craig. Town Manager Glenn Michalowski, Economic and Community Development Director Ross Cunningham, Fire Chief Craig Bouchard, Parks and Recreation Director Mark Stevens, Public Works Director Pat Maloy, representatives from Lisbon EMS, and an audience of approximately 15 citizens were also in attendance. Councilor Albert arrived late because the Water Department meeting he was attending did not end until after the Town Council meeting had already begun.

COUNCIL WORKSHOP

Council Goals

Some of the Councilors led discussions on the Council Goals they chose as their focus.

Councilor Chris Camire discussed the Public Safety Building and its committee; Councilor Normand Albert discussed a potential Charter Commission as well as efforts to have the Town Council work more closely with other boards, committees, organizations, and businesses; Councilor Jeremy Barnard discussed working with Town staff; Councilor Nick Craig discussed ideas to improve public communications and outreach from the Council and the Town; and Councilor Fern Larochelle discussed potentially restarting the Technology Committee.

Transfer Station Recommendations

After a brief discussion, the Council chose to schedule a Transfer Station workshop for March 11, 2025.

GOOD NEWS & RECOGNITION

Economic and Community Development Director Ross Cunningham shared news that the Lisbon High School Drama Program will be traveling to a drama festival over the weekend and wished them luck.

Councilor Barnard thanked Public Works for maintaining the Town's roads during recent icy conditions.

PUBLIC HEARINGS

No public hearings were scheduled for this meeting.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

The Chair opened the floor for audience participation. Seeing no speakers, the Chair closed the floor.

CONSENT AGENDA

(2025-033) ***Consent Agenda Items***

Approve Municipal Accounts Payable of $335,756.88, Municipal Payroll of $244,935.12, School Accounts Payable of $205,586.94, and School Payroll of $408,615.21

Approve Town Council Minutes for August 28, 2024 at 5:30 PM; September 17, 2024; and October 15, 2024

Vote (2025-033) Councilor Chris Camire, seconded by Councilor Nick Craig, moved to approve the consent agenda as presented.
Order Passed – Vote 7-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Presentation from the Maine Department of Transportation for the Upcoming Redesign of Canal Street along State Route 196

Economic and Community Development Director Ross Cunningham introduced the presentation by speaking about how a redesign of the Canal Street and Route 196 intersection could accomplish goals, such as increasing safety by creating accommodations for additional pedestrian traffic and creating more space for commercial trucks to make direct turns at the intersection without needing to first detour to smaller residential streets.

Maine Department of Transportation Regional Planner Matthew Drost then presented information about programs that are locally-led with support from the state for assistance with issues such as safety, traffic, usage volume, and other information that the state could provide Lisbon through a commissioned study.

The Town Council, Matthew Drost, Town Manager Glenn Michalowski, and Ross Cunningham then engaged in a discussion that included topics such as, but not limited to, logistics, what the study could identify, ADA accessibility, potential funding sources for the study and the project itself, traffic accidents, the time required to complete the study and the project, as well as other potential road projects that could be completed more quickly.

(2025-034) Authorize Acceptance of Donation for Recreation Summer Program Scholarships

Parks and Recreation Director Mark Stevens explained that the order was to accept a $5,000.00 donation from a private citizen. Continuing, the Parks and Recreation Director specified that the donation would serve as a scholarship fund designed to provide help with Summer Day Camp fees to families in need.

The Council then discussed their support of the Parks and Recreation Department's summer programs before voting.

Vote (2025-034) Councilor Normand Albert, seconded by Councilor Nick Craig, moved to accept the donation for recreation summer program scholarships.
Order Passed – Vote 7-0

(2025-035) Approve Posting Weight Limits on Roads from March 5, 2025 through May 1, 2025 per 29-A M.R.S.A. § 2395

Public Works Director Pat Maloy explained that authorization to post weight limits for any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or more for the entirety of several roads within the limits of the Town of Lisbon for a duration lasting from March 5, 2025 through May 1, 2025 is being requested per 29-A M.R.S.A. § 2395 in order to extend the life of the Town's roads.

After a brief discussion where the Town Council, the Public Works Director, and Town Manager Glenn Michalowski covered topics such as how to include more roads, how not having any vehicles or combinations of vehicles registered for a gross weight of 23,000 pounds or more could help to protect roads from damage that may require funding repairs, and how the town could enforce the measure.

Vote (2025-035) Councilor Normand Albert, seconded by Councilor Nick Craig, moved to approve posting weight limits on roads from March 5, 2025 through May 1, 2025 per 29-A M.R.S.A. § 2395.
Order Passed – Vote 7-0

(2025-036) Authorize the Town Manager to execute a Memorandum of Agreement with Teamsters Local 340 Union

Town Manager Glenn Michalowski explained that the order to authorize the Memorandum of Agreement with Teamster Local 340 was on the agenda to formalize the existing practice of providing a monthly cell phone stipend for the Public Works Foreman.

Vote (2025-036) Councilor Nick Craig, seconded by Councilor Jeremy Barnard, moved to authorize the Town Manager to execute a Memorandum of Agreement with Teamsters Local 340 Union.
Order Passed – Vote 7-0

(2025-037) Authorize the Town Manager & Fire Chief to Pursue a Transporting EMS License with Lisbon Emergency

Fire Chief Craig Bouchard provided updates and an outline for a plan to bring ambulance M8 into service as a transporting EMS-licensed ambulance for July 1, 2026. During his presentation, the Fire Chief explained that the licensed emergency vehicle would be operated jointly with Lisbon EMS, with the goal of providing faster response times for both organizations. A discussion between the Town Council, Fire Chief Craig Bouchard, representatives from Lisbon EMS, and Town Manager Glenn Michalowski followed.

Vote (2025-037) Councilor Normand Albert, seconded by Councilor Jo-Jean Keller, moved to authorize the Town Manager and the Fire Chief to pursue a Transporting EMS License with Lisbon Emergency.
Order Passed – Vote 7-0

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert

Councilor Albert stated that the next meeting was scheduled for March 10, 2025.

Planning Board – Councilor Craig

During the report, Councilor Craig led a discussion with the Town Council and Town Manager Glenn Michalowski about the progress that the Planning Board is making with their updates to rules regarding parking in a proposed ordinance, the state statutes that may impact the town's ability to set its own parking standards, and to ask the Council for recommended actions or feedback that he could provide to the Planning Board on the Council's behalf.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller

Councilor Keller expressed her appreciation to Lisbon Community Federal Credit Union for their assistance with advertising the Town's new business development grant program.

Conservation Commission – Councilor Larochelle and/or Councilor Albert

Councilor Larochelle said that although he had not been able to attend any recent meetings, he learned that the Commission was continuing its ongoing discussions regarding their forestry plans. Councilor Larochelle then invited Parks and Recreation Director Mark Stevens to announce the Town's upcoming Winterfest event. The Parks and Recreation Director provided additional details for the event, stating that it was scheduled to last from 10:00 AM to 2:00 PM on Saturday, March 8, 2025 at Beaver Park in Lisbon.

Parks & Recreation Committee – Councilor Camire

Councilor Camire also announced Winterfest before he stated that the Committee is in the early stages of planning for Moxie Fest 2025. The Councilor then thanked community members who donated to Parks and Recreation programming, and voiced his support for Parks and Recreation Department staff in response to recent criticisms levied against them online.

County Budget Committee – Councilor Albert and Councilor Barnard

Councilor Albert stated that he was encouraged by the fiscal responsibility that Committee members from other areas demonstrated at meetings.

Library Governing Board – Councilor Keller

Councilor Keller announced several upcoming library programs, including selections for Women's History Month, a book sale that will occur during the March Madness college basketball event, and the "Blind Date with a Book" program, which is designed to encourage patrons to read new types of books. Councilor Keller finished her report by stating that one patron was able to save $3,550.36 over the past year by borrowing books instead of purchasing them.

Water Commission – Councilor Albert

Councilor Albert stated that the Water Department recently received grants for PFAS (per- and polyfluoroalkyl substances) and PFOS (per- and polyfluoroalkyl substances) studies.

Finance Committee – Councilor Barnard

Councilor Barnard said that the Committee discussed a Transfer Station Audit and the upcoming budget at their recent meeting on February 24, 2025. Councilor Barnard also acknowledged the work being done by Finance Director Samantha Bryant and her attention to detail.

Town Manager's Report

Town Manager Glenn Michalowski began the report by addressing social media critiques that had been levied against staff over social media. The Town Manager continued by stating that the critiques oversimplify complex issues and can lead to misunderstandings. He also encouraged anyone who has concerns to reach out to him or other relevant staff to engage in constructive, fact-based discussions. The Town Manager then expressed support for councilors, committee members, and staff by voicing concerns over how persistent negativity could impact retention and other factors. Expanding on his comments, the Town Manager noted the contributions and time commitments that Town officials provide to the community, and talked about how the Town as an organization could more capably respond to unexpected issues and address systemic issues through constructive dialogue with community members.

FEMA - December 2023 Storm Damages

The Town Manager shared information about the Town's eligibility for up to 90% cost reimbursement for damages incurred during a December 2023 winter storm. Please see the memo included with this record of minutes for additional details.

Budget Workshop Schedule

The Town Manager announced the following upcoming budget workshop schedule:

March 11th - 6pm school budget presentation - 6pm start (no change from original schedule)

3/18 (Tuesday) | 6 PM - 8 PM

- Introduction / Debt Service / Special Revenues & Finance – 45 mins (6:00 PM - 6:45 PM)
- Clerk – 15 mins (6:45 PM - 7:00 PM)
- Assessing – 15 mins (7:00 PM - 7:15 PM)
- Library – 15 mins (7:15 PM - 7:30 PM)

3/25 (Tuesday) | 6 PM - Until Finished

- Other Public Services – 60 mins (6:00 PM - 7:00 PM) Western Maine / Lisbon EMS
- Public Works – 60 mins (7:00 PM - 8:00 PM)
- ECD/Codes/ – 8:00 PM - 9:00 PM

4/1 (Tuesday) | 6 PM - 8 PM

- Fire, Police, Parks & Recreation – 2 hours (6:00 PM - 8:00 PM)

4/8 (Tuesday) | 6 PM - 8 PM

- Sewer – 30 mins (6:00 PM - 6:30 PM)
- Town Manager / Technology / Buildings – 60 mins (6:30 PM - 7:30 PM)
- Parking Lot Items / Extra Time

COUNCIL COMMUNICATIONS

Councilor Keller provided an update from the Lisbon Historical Society by mentioning that on January 15, 2025, the Maine State Archives awarded the Town a grant of $2,258.75 through the Maine Historic Records Advisory Board; that the grant will be used to fund a professional assessment of the Historic Society's collection in April; that the assessment will provide the Town with guidance on short, medium, and long-term preservation goals and place the town in a better position when applying for future grants.

Councilor Barnard acknowledged the efforts of the Fire Department when they quickly responded and put out a fire at a neighbor's home.

Councilor Camire talked about how his recent experience of participating in a ride-along with Police Chief Ryan McGee helped him expand his understanding of the Police Department's needs when they are working directly among the community, away from the town office.

Councilor Albert expressed his appreciation for the work that the other councilors are completing and their ongoing efforts.

Councilor Larochelle communicated statements of support for Town officials and staff in response to the recent online criticisms levied against them. Councilor Larochelle also encouraged residents to attend meetings or volunteer for committees before posting negative comments online.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Trudy Duval, longtime Town resident and previous Select Board Member, spoke to express her disappointment over the online criticisms of the Parks and Recreation Department and provide statements in support of the programs and services that the department worked to develop for the community.

EXECUTIVE SESSION

(2025-038) Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)

Vote (2025-038 A) Councilor Normand Albert, seconded by Councilor Mark Lunt, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 8:39 PM.
Order Passed – Vote 7-0

Vote (2025-038 B) Councilor Normand Albert, seconded by Councilor Mark Lunt, moved to exit out of Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 10:10 PM.
Order Passed – Vote 7-0

ADJOURNMENT

Vote Councilor Normand Albert, seconded by Councilor Jeremy Barnard, moved to adjourn at 10:11 PM.
Order Passed – Vote 7-0

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Alice Richards, Town Clerk

Date Approved: August 19, 2025