Agenda
Council Meeting
March 4, 2025
Lisbon Town Office
7:00 PM Meeting
Council Workshop at 6:00 PM

Town Council
Fern Larochelle, *Chair* 2026
Chris Camire, *Vice Chair* 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
   Fern Larochelle, Chair
   Chris Camire, Vice Chair
   Mark Lunt
   Normand Albert
   Jo-Jean Keller
   Jeremy Barnard
   Nick Craig
3. COUNCIL WORKSHOP
   A. Council Goals
   B. Transfer Station Recommendations
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
   A. **(2025-033)** *Consent Agenda Items*
      1. 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
      2. Approve Town Council Minutes for August 28, 2024 at 5:30 PM; September 17, 2024; and October 15, 2024
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   A. Presentation from the Maine Department of Transportation for the Upcoming Redesign of Canal Street along State Route 196
   B. **(2025-034)** Authorize Acceptance of Donation for Recreation Summer Program Scholarships
   C. **(2025-035)** Approve Posting Weight Limits on Roads from March 5, 2025 through May 1, 2025 per 29-A M.R.S.A. § 2395
   D. **(2025-036)** Authorize the Town Manager to execute a Memorandum of Agreement with Teamsters Local 340 Union
   E. **(2025-037)** Authorize the Town Manager & Fire Chief to Pursue a Transporting EMS License with Lisbon Emergency
9. OTHER BUSINESS
   A. Council Committee Reports:
      1. School Committee – Councilor Albert
      2. Planning Board – Councilor Craig

Town Council
Fern Larochelle, *Chair* 2026
Chris Camire, *Vice Chair* 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

3. Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller
4. Conservation Commission – Councilor Larochelle and/or Councilor Albert
5. Parks & Recreation Committee – Councilor Camire
6. County Budget Committee – Councilor Albert and Councilor Barnard
7. Library Governing Board – Councilor Keller
8. Water Commission – Councilor Albert
9. Finance Committee – Councilor Barnard

B. Town Manager's Report

1. FEMA - December 2023 Storm Damages
2. Budget Workshop Schedule

10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
12. EXECUTIVE SESSION

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

13. ADJOURNMENT

Agenda Date: 3/4/2025

Municipal Accounts Payable			
Date	Amount	Warrant Number	
2/20/2025	296,214.51		02182025
2/27/2025	39,542.37		02262025
Total	335,756.88		

Municipal Payroll			
Date	Amount	Reference	
2/20/2025	25,766.76		water payroll to be reimbursed
2/20/2025	219,103.16		feb 20 town payroll
2/25/2025	65.20		fee to fix feb 20 payroll error
Total	244,935.12		

School Accounts Payable			
Date	Amount	Voucher Number	
2/18/2025	205,586.94		2516
Total	205,586.94		

School Payroll			
Date	Amount	Voucher Number	
2/21/2025	14,467.77		1103
2/21/2025	292.18		1104
2/28/2025	12,846.96		1106
2/28/2025	151.54		50
2/28/2025	365,950.47		1105
3/7/2025	292.18		1108
3/7/2025	14,614.11		1107
Total	408,615.21		

Town Council
MEETING MINUTES
August 28, 2024
LISBON TOWN OFFICE
5:30 PM - COUNCIL MEETING

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Norm 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 5:30 PM.

ROLL CALL

Members present were Councilors Keller, Larochelle, Lunt, Moore, and Robishaw. Also present were Glenn Michalowski, Town Manager; Nicholas Craig, Planning Board Member; and no audience members.

Councillor Larochelle, seconded by Councilor Lunt, moved to excuse the absence of Councilor Cain and Councilor Albert.
Order Passed: 5-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Set Public Hearing for September 5, 2024 for an Order and Ordinance authorizing the Town of Lisbon to issue up to $6,000,000 in bonds for renovations and school construction at the Phillip W. Sugg Middle School

VOTE: (2024-161) Councilor Larochelle, seconded by Councilor Robishaw moved to set a Public Hearing for September 5, 2024 for an Order and Ordinance authorizing the Town of Lisbon to issue up to $6,000,000 in bonds for renovations and school construction at the Phillip W. Sugg Middle School.
Order Passed: 5-0.

ADJOURNMENT

Council Member Larochelle, seconded by Council Member Robishaw, moved to adjourn at 5:35 pm.
Order Passed 5-0.

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Glenn Michalowski, Council Secretary

Date Approved:

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 6:00 PM.

ROLL CALL

Council Members present included Councilor Chair Harry Moore, Jr.; Vice Council Chair Ray Robishaw; and Councilors Mark Lunt, Normand Albert, Jo-Jean Keller, Christine Cain, and Fern Larochelle. Town Manager Glenn Michalowski, the Town attorney, representatives from Lisbon EMS, Planning Board Member Nick Craig, Economic and Community Development Director Ross Cunningham, and over 30 citizens were also in attendance.

EXECUTIVE SESSION

(Order 2024-153) Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultation with Legal Counsel

(Vote 2024-153 A) Councilor Albert, seconded by Councilor Robishaw, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultation with Legal Counsel at 6:03 p.m.
Order Passed - Vote 7-0

(Vote 2024-153 B) Councilor Albert, seconded by Councilor Robishaw, moved to exit out of Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultation with Legal Counsel at 7:12 p.m.
Order Passed - Vote 7-0

GOOD NEWS & RECOGNITION

Economic and Community Development Ross Cunningham spoke about the success of Tasty Tuesday, a food truck event that occurred on alternating Tuesdays during the summer months, and thanked the volunteers and Summer Intern Oscar Herrera for their help.

The Chief of Lisbon Emergency Services spoke about recently completed and upcoming training courses available to first responders in Lisbon and in some neighboring communities. She continued, speaking about interdepartmental successes at Moxie Fest, current staffing expansions, and the addition of new emergency service trucks.

PUBLIC HEARINGS

New Liquor Permit for Angelo's Pizza

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

Food Truck Permit for The Eighty8 Donut Cafe

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

Food Truck Permit for Vintage Food and Beverage

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

Food Truck Permit for Red Barn

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Dean Willey from Lisbon Falls asked the Council if they could provide any additional information on

upcoming plans for the Town's Emergency Medical Services budget.

Several members of the community spoke in support of LACO.

CONSENT AGENDA

(2024-154) ***Consent Agenda Items***
VOTE (2024-154) Councilor Larochelle, seconded by Councilor Moore, moved to approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Set a Public Hearing for October 1, 2024 for the enactment of the General Assistance Ordinance and its Appendices

Muncipal and School Warrants:
Municipal Accounts Payable: $623,242.66
Municipal Payroll: $223,595.50
School Accounts Payable: $0.00
School Payroll: $417,218.42

Approve New Liquor Permit for Angelo's Pizza

Approve Food Truck Permit for The Eighty8 Donut Cafe

Approve Food Truck Permit for Vintage Food and Beverage

Approve Food Truck Permit for Red Barn

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2024-155) Order Authorizing the Town Manager to Adopt a Permanent 4-Day Workweek for the Town Office
Town Manager Glenn Michalowski presented information on the benefits and initial successes of the pilot program before recommending that the Council continue the policy.

After discussion, Councilor Moore stated that he would prefer to see a policy before he votes, and Councilor Albert agreed with the idea of seeing a policy first. The Council then agreed to vote on an extension of the current 4-day work week pilot program until the next meeting.

VOTE (2024-155) Councilor Albert, seconded by Councilor Lunt, moved to amend the Order Authorizing the Town Manager to Adopt a Permanent 4-day Workweek for the Town Office to instead extend the current 4-day workweek pilot program to a later meeting, which will include a policy.

Order Passed – Vote 7-0.

(2024-156) Order Authorizing the Town Manager to Execute a 1-Year Lease Agreement with LACO Food Pantry
The Councilors spoke about how they were moved by the audience's support for LACO. Discussion involving the Council, LACO supporters from the audience, and the Town attorney followed.

After continued discussion, Council chose to vote down the order with the intent of negotiating a new LACO lease that addresses the concerns raised by the community and the Council. Voting down the order resulted in maintaining the previous, ongoing 18-year lease.

VOTE (2024-156) Councilor Albert, seconded by Councilor Robishaw, moved to authorize the Town Manager to execute a one-year lease agreement with LACO Food Pantry, as negotiated, and to take

any necessary actions to implement the terms of the agreement.

Order Failed – Vote 0-7

Charter Commission Discussion

The Town Attorney spoke about the entire process involved when conducting a Charter Commission, as well as ordinance amending options that could be taken instead of a Charter Commission.

After discussion, the Council agreed to wait until after the upcoming election before scheduling any other Charter Commission agenda items.

(2024-152) General Assistance Ordinance and its Appendices - First Reading

This item was taken out of order to allow the Maine Department of Marine Resources to present at an earlier time.

VOTE (2024-152) Councilor Larochelle, seconded by Councilor Albert, moved to approve the General Assistance Ordinance and its Appendices as presented, and set a Public Hearing for October 1, 2024.

Roll Call Vote:

Yeas – Councilor Cain, Councilor Albert, Councilor Keller, Councilor Larochelle, Councilor Lunt, Councilor Moore, Councilor Robishaw

Nays – None

Order Passed – Vote 7-0.

EMS Ordinance Discussion

Town Manager Glenn Michalowski stated that the purpose of the EMS Ordinance Discussion agenda item was to provide Council with an opportunity to decide on a structure for implementing town-run EMS services, adding that once the policy direction is finalized, the town could then focus on refining the cost estimates and operational details.

Discussion involving the Council, Lisbon EMS representatives, and the audience followed.

OTHER BUSINESS

Council Committee Reports:

School Committee

Councilor Albert said that the School Committee focused on ways to advertise their referendum vote, which is to take place during the upcoming November election.

Planning Board

Councilor Larochelle reported that the Board also talked with Casey Clark from the Maine Department of Marine Resources about the state's upcoming Mill Street and Farwell Mill projects.

Lisbon Development Committee

Councilor Larochelle stated that the committee continued their discussions regarding tree removal.

Conservation Commission

Councilor Moore said that he was unable to attend the meeting.

Parks & Recreation Committee

Councilor Moore said that he was unable to attend the meeting.

County Budget Committee

Councilor Moore stated that no meetings had occurred since the two new budget committee members were appointed.

Library Governing Board

Councilor Keller said that the Library added a new picnic table to the Children's Garden; that Mac Smith, the author of Plain Madeleine, would be giving a talk on September 24; and that the annual Tiny Art Exhibits will be on display until October 4.

Water Commission

Councilor Robishaw stated that the Commission was continuing to work on creating a report with information regarding the recent water issues.

Finance Committee

Councilor Robishaw reported that the Committee had not met since the last Council meeting.

Town Manager's Report

Town Manager Glenn Michalowski said that he would be in Pittsburgh for the next week to attend a professional development conference for town managers.

Paid Family Medical Leave - Staff Payroll Deductions Effective 1/1/2025

The Town Manager stated that he wanted the Council to be aware that the town budget was adapted to accommodate for the upcoming January 1, 2025 changes to Maine's Paid Family Leave laws.

Department of Maine Marine Resources - Mill St Project

This item was taken out of order after the Charter Commission Presentation.
Casey Clark from the Maine Department of Marine Resources explained that the end result of the state's Mill Street construction work will help local wildlife, adding that the Farwell Mill portion of the construction will remove part of the dam to add a fishway, which will look like a naturally occurring site within the river. Casey Clark also noted that the state will work with local landowners to minimize any potential damage that might be caused by the work, that the state will create a landfill by clearing out trees and adding new plant life, and that the state will allow public access after the work is completed if local landowners allow it and if the area is deemed safe.

APPOINTMENTS

None

COUNCIL COMMUNICATIONS

Councilor Keller stated that the Historical Society's extra room was almost completely emptied on the previous day. The councilor continued, stating that the room was cleared by moving some items to the Historic Society's other room at the MTM Center, to the schoolhouse if they did not require climate-controlled storage, or to climate-controlled storage when required for preservation.

Councillor Albert said that mobile home park residents had specific concerns that came up during the Water Department's issue because the town's water is not tested within the boundaries of most parks and because most parks also have fewer water sources and fire hydrants.

Councilor Larochelle discussed the possibility of having the Town Council work more closely with the Water Department.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

A Lisbon Falls resident voiced his concerns about potential Code Enforcement violations at the MTM Center, and suggested that the Town should work to address the issues he observed.

ADJOURNMENT

Councilor Larochelle, seconded by Councillor Lunt, moved to adjourn at 9:38 PM.

Order Passed – Vote 7-0

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Council Secretary

Date Approved:

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 6:00 PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Moore and Robishaw.

Councilor Larochelle, seconded by Councilor Albert, moved to excuse Councilor Lunt's absence. **Order Passed – Vote 6-0.**

Also present were Town Manager Glenn Michalowski; Assistant Town Manager Sarah Bennett; Economic and Community Development Director Ross Cunningham; Chief of Police Ryan McGee; Michael Carey, attorney for the Town of Lisbon; and over 30 citizens in the audience.

EXECUTIVE SESSION

GOOD NEWS & RECOGNITION

Item taken out of order after Public Hearing to Consider Suspension or Revocation of Marijuana-Medical Retail Store License Number 85 and Order (2024-170) Order to Suspend or Revoke Marijuana-Medical Retail Store License Number 85.

Len Lednum from Discover Lisbon announced the Worumbo Wellness Festival and 5k on October 19.

Economic Development Director Ross Cunningham congratulated Blue Ox Alehouse on its recent ribbon cutting.

PUBLIC HEARINGS

Public Hearing to Consider Suspension or Revocation of Marijuana-Medical Retail Store License Number 85

Councilor Larochelle stepped away to avoid a conflict of interest.

Councilor Moore introduced the Public Hearing by stating that the goal of the hearing is to determine whether any standards for the revocation or suspension of Lisbon Cannabis's Medical Marijuana Retail license have been met; whether the license should be suspended or revoked; and, if ordered, the date that any suspension or revocation would take effect.

Brad Pattershaw, attorney for Lorelei Hilliker; Johnathan Barry, attorney for Jason Smith; Jason Smith, owner of Lisbon Cannabis and co-owner of Riverbend Investment Properties, LLC; and Lorelei Hilliker, owner of 207 Edibles and co-owner of Riverbend Investment Properties, LLC then introduced themselves.

Brad Pattershaw and Lorelei Hilliker brought up points in favor of suspending or revoking the Retail Medical Marijuana License for Lisbon Cannabis, while Jonathan Barry and Jason Smith brought up points against suspending or revoking the Retail Medical Marijuana License for Lisbon Cannabis.

Discussions involving Hilliker, Smith, Hilliker and Smith's legal representatives, several members of the audience, the Town's attorney, and Town Council followed.

The Council then decided to vote on Order 2024-170, Order to Suspend or Revoke Marijuana-Medical Retail Store License Number 85, after the public hearing ended.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Guy Lebida stepped forward to briefly talk about his campaign for the Maine State Legislature.

CONSENT AGENDA

(2024-164) ***Consent Agenda Items***

VOTE (2024-164) Councilor Larochelle, seconded by Councilor Robishaw, moved to accept the Consent Agenda as presented.
Order Passed – Vote 6-0.

Approve Local Medical Marijuana Retail Store Permit for Clubhouse Cannabis

Set Public Hearing for November 19th on Ordinance to Establish a Department of Emergency Medical Services

Waive the Application Fee for the Worumbo Wellness Festival and 5k based on Discover Lisbon's Non-Profit Status

Approval of Municipal Accounts Payable of $789,245.64, Municipal Payroll of $230,523.83, School Accounts Payable of $764,509.48, and School Payroll of $884,710.01

Accept Timberline Top Soil Donation for Community Improvement Projects

Waive the Special Event Application Fee for the Recurring Girl Scouts Meeting based on Their Non-Profit Status

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2024-165) Order to Award Contract for Police Cruiser and Animal Control Officer (ACO) Truck Bid

Chief of Police Ryan McGee presented information regarding the bid to the Council. Discussion followed.

VOTE (2024-165) Councilor Albert, seconded by Councilor Robishaw, moved to Award Contract for Police Cruiser and Animal Control Officer (ACO) Truck Bid.
Order Passed – Vote 6-0.

(2024-166) Order to Amend the Personnel Policy to Adopt a 4-Day Work Week

Town Manager Glenn Michalowski read from a memo that provided an overview of the program and its benefits. Council then discussed the policy.

VOTE (2024-166) Councilor Larochelle, seconded by Councilor Albert, moved to amend the Personnel Policy and Adopt a 4-Day Work Week.
Order – Vote 6-0.

(2024-167) CDBG Facade Grant Project Approval

VOTE (2024-167) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the CDBG Facade Grant Project applications for the presented businesses.
Order Passed – Vote 6-0.

(2024-168) Worumbo Riverfront Annual Report and Request for Contract Extension

Councilor Cain spoke to the Council in her capacity as Director of the Friends of Worumbo. During the presentation, Councilor Cain announced that she would soon be stepping down as director, introduced Tracy Austin as the next Director of the Friends of Worumbo, and requested to have the Town continue to work with the local organization. Discussion involving Councilor Cain, Tracy Austin, and Town Council followed.

After discussion, Councilor Albert motioned to delay the vote in order to see additional financial information from the organization, but the motion failed because it did not receive a second.

VOTE (2024-168) Councilor Robishaw, seconded by Councilor Cain, moved to extend the Memorandum of Agreement between the Friends of Worumbo and the Town of Lisbon for an additional five years.
Order Passed – Vote 5-1.

(2024-169) First Reading of Ordinance to Create a Department of Emergency Medical Services
VOTE (2024-169) Councilor Robishaw, seconded by Councilor Larochelle, moved to adopt the ordinance to create a Department of Emergency Medical Services as presented.
Roll Call Vote:
Yeas – Councilor Cain, Councilor Albert, Councilor Keller, Councilor Larochelle, Councilor Moore, Councilor Robishaw.
Nays – None.
Order Passed – Vote 6-0.

(2024-170) Order to Suspend or Revoke Marijuana-Medical Retail Store License Number 85
The Vote for item 2024-170 was taken out of order after the Public Hearing to Consider Suspension or Revocation of Marijuana-Medical Retail Store License Number 85. Councilor Larochelle abstained from vote number 2024-170 to avoid any conflict of interest.

After item 2024-169 First Reading of Ordinance to Create a Department of Emergency Medical Services, the Town Attorney presented a Notice of Decision and Findings of Fact and Conclusions of Law document to the Council. The Council delayed taking any action on the new document until the next meeting.

After all Council Committee reports were presented, the Town Attorney spoke again to clarify that the Council should review the Notice of Decision and Findings of Fact and Conclusions of Law document for approval by vote during the meeting. Councilor Larochelle stepped away for the Council's review and vote regarding the Notice of Decision and Findings of Fact and Conclusions of Law document.
(Vote 2024-170B) After a brief review period, Councilor Moore, seconded by Councilor Albert, motioned to accept the Notice of Decision and Findings of Fact and Conclusions of Law After Hearing re: Revocation or Suspension of a Medical Marijuana Establishment License document.
Order Passed – Vote 5-0.

VOTE (2024-170) Councilor Albert, seconded by Councilor Robishaw, moved to suspend or revoke Marijuana-Medical Retail Store License Number 85.
Roll Call Vote:
Yeas – None.
Nays – Councilor Cain, Councilor Albert, Councilor Keller, Councilor Moore, Councilor Robishaw.

Order Failed – Vote 0-5.

OTHER BUSINESS

Council Committee Reports:

School Committee
Councilor Albert stated that the School Committee was scheduled to meet on October 16, 2024.

Planning Board
Councilor Larochelle stated that he had no updates to provide.

Lisbon Development Committee
Councilor Larochelle stated that the recent meeting discussing Facade Grants and potential improvements for the Lisbon Falls area went well.

Conservation Commission
Councilor Moore stated the Conservation Commission postponed their recent meeting.

Parks & Recreation Committee
Councilor Moore stated the Parks and Recreation Committee postponed their recent meeting.

County Budget Committee
Councilor Moore invited County Budget Representative Bill Kuhl to present the report. During the presentation, Bill Kuhl recommended that a town official with municipal budgeting and town budget knowledge be appointed to serve as part of next year's County Budget Committee representation from Lisbon.

Library Governing Board
Councilor Keller announced that the Friends of the Library Week would run from October 20 through October 26 and that a Halloween parade and party involving local businesses would be held on October 25.

Water Commission – Councilor Robishaw
Councilor Robishaw announced that a recent memorial service for Bill Bauer went well.

Finance Committee – Councilor Robishaw
Councilor Robishaw stated that no report was available because the committee had not met since the last Town Council meeting.

Town Manager's Report
As Town Manager, Glenn Michalowski stated that he had no report to provide. As Acting Town Clerk, Glenn Michalowski announced that early voting started on October 5, that the town had already received over 900 absentee ballot requests, that the town receives 30 to 50 absentee ballot requests each day, and that Meet the Candidates Night is scheduled for October 29.

Statutory Quarterly Financial Report
After the Town Manager announced that the report's numbers could be found in the agenda packet, no discussion followed.

APPOINTMENTS

(2024-171) Appoint William Hyland to Lisbon Development Committee
VOTE (2024-171) Councilor Larochelle, seconded by Councilor Robishaw, moved to appoint William Hyland to the Lisbon Development Committee.
Order Passed – Vote 6-0.

(2024-172) Appointment of Charles Turgeon to the Finance Committee
VOTE (2024-172) Councilor Larochelle, seconded by Councilor Robishaw, moved to appoint Charles Turgeon to the Finance Committee.
Order – Vote 6-0.

COUNCIL COMMUNICATIONS

No communications were presented.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

An audience member discussed snowmobile access with the Council.

ADJOURNMENT

Councilor Larochelle, seconded by Councilor Cain, moved to adjourn at 8:56 pm.

Order – Vote 6-0.

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Glenn Michalowski, Acting Town Clerk

Date Approved:

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Presentation from the Maine Department of Transportation for the Upcoming Redesign of Canal Street along State Route 196
Date: March 4, 2025

Summary

Recommendation

Attachments
None

TOWN OF LISBON

Mark Stevens
Lisbon Parks & Recreation Director
18 School Street
Lisbon Falls, ME 04252
(207) 353-2289
mstevens@lisbonme.org

02/25/2025

Subject: Donation for Summer Program Scholarships

Hi Glenn,

We were approached by a citizen recently to inquire about helping families in need with our Summer Day Camp fees. She has offered a donation in the amount of $5000.00.

Thank you for considering this request to accept this donation, and for your continued support of our initiatives.

Best regards,

Mark Stevens
Lisbon Parks and Recreation Director

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-035)** Approve Posting Weight Limits on Roads from March 5, 2025 through May 1, 2025 per 29-A M.R.S.A. § 2395
Date: March 4, 2025

Summary

Recommendation

Attachments

1. Posted Roads Request Memo FY25
2. PostedRoadsInMaine

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: GLENN MICHALOWSKI, TOWN MANAGER

FROM: PAT MALOY

SUBJECT: ROAD POSTINGS

DATE: FEBRUARY 24, 2025

We are requesting authorization to post weight limits for the following roads in their entirety per the State of Maine Statute Title 29-A Section 2395. The duration will be from March 5, 2025 through May 1, 2025. Roads will be posted only within the limits of the Town of Lisbon. This is for any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds. A copy of the State of Maine Statute is attached.

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road
King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street
Wing Street and Webster Road are posted year round.

Please contact me if you have any questions.

§2395. Ways requiring special protection

1. Right of the Department of Transportation. The Department of Transportation may restrict the weight or passage of any vehicle over any way when, in its judgment, such passage would be unsafe or likely to cause excessive damage to the way or bridge. Nothing in this Title may be construed to restrict or abridge this right.

[RR 1995, c. 1, §26 (COR).]

2. Rules. The Department of Transportation may adopt rules to ensure proper use and prevent abuse of the public ways under the department's jurisdiction whenever those ways require special protection. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

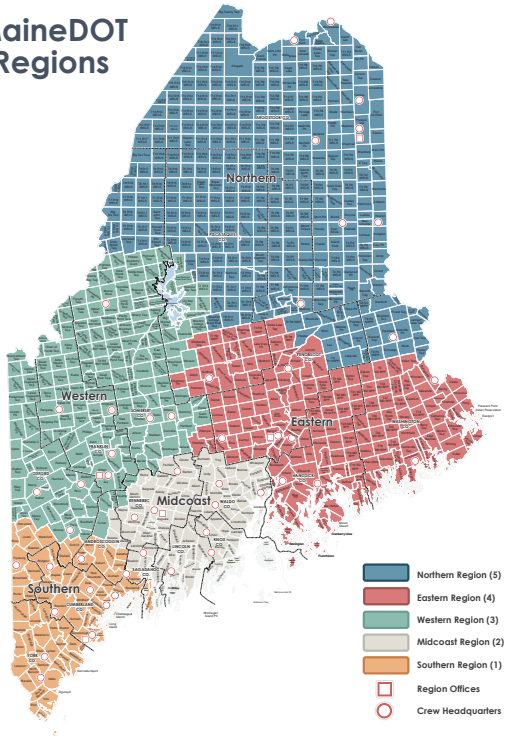
[PL 2013, c. 55, §1 (AMD).]

3. Designation by the Department of Transportation. The Department of Transportation may designate state and state aid highways and bridges over which restrictions on gross weight, speed, operation and equipment apply during periods of the year determined by the Department. It is unlawful for any vehicle to travel over public ways with a gross registered weight exceeding that prescribed by the Department and traveling with a load other than tools or equipment necessary for operation of the vehicle.

[PL 1993, c. 683, Pt. A, §2 (NEW); PL 1993, c. 683, Pt. B, §5 (AFF).]

4. Designation by counties and municipalities. County commissioners and municipal officers may designate public ways other than those in subsection 3 and impose restrictions within their respective jurisdictions similar to those made by the Department of Transportation under subsection 3. Any vehicle delivering home heating fuel or organic animal bedding material and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit. A municipality may impose additional restrictions for a vehicle delivering home heating fuel or organic animal bedding material to operate on public ways within that municipality but may not require a permit to operate according to those restrictions.

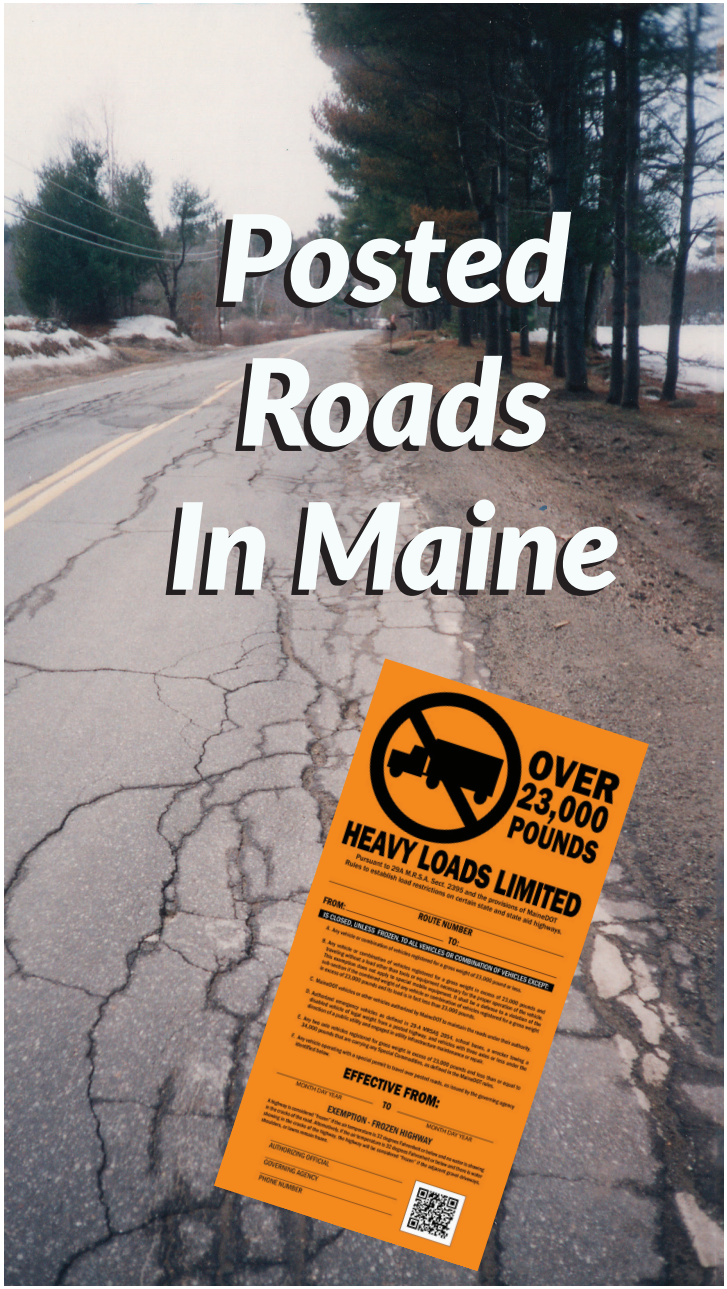
MaineDOT Regions



For more information on posted state roads, please contact MaineDOT Region Offices at:

Southern Region 1 - Scarborough
region1.mainedot@maine.gov 207-885-7000
Midcoast Region 2 - Augusta
region2.mainedot@maine.gov 207-624-8200
Western Region 3 - Wilton
region3.mainedot@maine.gov 207-562-4228
Eastern Region 4 - Bangor
region4.mainedot@maine.gov 207-941-4500
Northern Region 5 - Presque Isle
region5.mainedot@maine.gov 207-764-2200

mainedot.gov



MaineDOT



"Posted Roads" in Maine

During the winter and spring, some of Maine's roads weaken and they need to be protected. As temperatures warm and the ground thaws, soil under the pavement becomes saturated with water, making the pavement unstable. As a result, many roads cannot support heavy loads.

This means that a road carrying a 15-ton load in the summer or winter may only be able to carry a 5-ton load in the spring when it thaws. A posted state road's maximum weight limit is 23,000 pounds. The posting is temporary and is designed to protect a road while it is vulnerable. Repairing or rebuilding a road is expensive, at times costing over $1 million per mile.

Many roads have been posted for years and these roads are well-known to those who use them. However, as roads age and deteriorate, posting is one maintenance strategy to protect them and extend their life.

Why we post

Asphalt roads are at their weakest when the ground begins to thaw and the materials underneath a road's surface are saturated with moisture. Travelling over roads that have a saturated base underneath can cause cracking, potholes, and rutting. Heavy trucks can completely break through asphalt and severely damage a road.

Travel over posted roads

In some instances, you may travel over posted roads. When a posted road is "solidly frozen," you may drive over the road. A road is considered "solidly frozen" when the air temperature is 32°F or below and there is no water showing in the cracks of the road. Alternatively, if the air temperature is 32 degrees Fahrenheit or below and there is water showing in the cracks of the highway, the highway will be considered "frozen" if the adjacent gravel driveways, shoulders, or lawns remain frozen.

Posted roads versus non-posted roads

Not all roads are the same. If money was not an issue, all roads would be built to carry the heaviest legal loads. In Maine, many roads have been built to these modern standards.



However, there are also many miles of road that weren't built to tolerate heavy trucks and the day-to-day demands of modern traffic. Since dollars are limited, MaineDOT prioritizes construction on roads and bridges that have the most traffic and offer the most economic benefit to the state. Unfortunately, it may be many years before some smaller, less-traveled roads are rebuilt. In the meantime, we must post roads in order to protect and extend thier life.

State law permits posting roads

In order to protect the state's road infrastructure, the Maine Legislature has authorized MaineDOT to post roads. Title 29-A, Chapter 21, Subchapter 3 states that "the Department of Transportation may restrict the weight or passage of any vehicle over any way when, in its judgment, such passage would be unsafe or likely to cause excessive damage to the way or bridge." Municipalities and counties are also authorized to enact rules on roads under their jurisdiction.

For more information visit

mainedot.gov/postedroads/

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-036)** Authorize the Town Manager to execute a Memorandum of Agreement with Teamsters Local 340 Union
Date: March 4, 2025

Summary

MOA with Teamster Local 340 to formalize the existing practice of providing a monthly cell phone stipend for the Public Works Foreman.

Recommendation

Approve as presented.

Attachments

1. Draft PW MOA - Cell phone

Memorandum of Agreement

This Memorandum of Agreement is made and entered into this day of Month, 2025, by and between the Town of Lisbon (hereinafter referred to as "Employer") and Teamsters Local 340 (hereinafter referred to as "Union").

Purpose
The purpose of this Memorandum of Agreement is to outline the agreement between the parties regarding the provision of a cell phone stipend to the Automotive Foreman and Foreman positions.

Agreement

1. **Eligibility**: The cell phone stipend will be provided exclusively to employees in the positions of Automotive Foreman and Foreman.

2. **Stipend Amount**: The stipend amount will be $16.15 per pay period, payable through the Employer's regular payroll process.

3. **Purpose of Stipend**: The stipend is intended to compensate for the personal use of a cell phone in connection with work-related duties, including but not limited to, responding to work-related communications both during and outside of normal work hours.

4. **Implementation**: This MOA shall become effective upon the date of execution by both parties and will continue for the duration of this agreement, subject to modification as deemed necessary by mutual consent of both parties.

5. **Termination or Modification**: Either party may propose modifications to or termination of this agreement with 30 days' notice. Any changes will be subject to negotiation between the Employer and the Union.

6. **Other Terms**: This MOA does not alter any other terms or conditions of the collective bargaining agreement between the Employer and the Union, except as specifically stated in this document.

This MOA represents the entire agreement between the parties concerning the subject matter herein and supersedes any prior discussions or agreements related to the cell phone stipend.

Signatures

IN WITNESS WHEREOF, the parties hereto have executed this MOA as of the date first written above.

Town of Lisbon:

Glenn Michalowski
Town Manager

For Teamsters Local 340:

Brett R. Miller
President

Ed Marzano
Secretary/Treasurer

Donald Crockett
Business Agent

Town of Lisbon

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Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-037)** Authorize the Town Manager & Fire Chief to Pursue a Transporting EMS License with Lisbon Emergency
Date: March 4, 2025

Summary

Fire Chief Craig Bouchard will be present to provide updates and outline the plan to bring ambulance M8 into service as a transporting ambulance for July 1st 2026.

Recommendation

Attachments

None

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Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: FEMA - December 2023 Storm Damages
Date: March 4, 2025

Summary

Recommendation

Attachments

1. December 2023 Storm Damages Update Memo 2.24.25

Town of Lisbon

Sarah J. Bennett, MPA
Assistant Town Manager

Fern Larochelle, Chair 2026
Chris Camire, Vice Chair 2027
Mark Lunt 2025
Norman Albert 2025
Jo-Jean Keller 2025
Nicholas Craig 2027
Jeremy Barnard 2027

Date: February 24, 2025

To: Glenn Michalowski, Town Manager; Town Councilors

From: Sarah Bennett, Assistant Town Manager

Subject: Update on Damages from the December, 2023 Wind/Rain Storm Event

Dear Town Manager Michalowski and members of the Town Council,

This memo serves to provide a brief summary of the financial impact of the December, 2023 wind and rain storm event.

Following the December, 2023 wind/rain event that caused significant damage to our Town, formally termed by FEMA 'Disaster Declaration DR-4754-ME', Town staff from multiple departments collaborated to complete debris removal and emergency response, conducted various emergency repairs, compiled and documented expenses and financial impacts, conducted environmental impact analyses, worked with Federal and State partners to conduct damage assessments, and prepared and submitted documentation to request reimbursement from the Federal and State governments aimed to lessen the financial burden placed on the Town and its taxpayers.

As shown on the next page, the Town submitted 5 projects under FEMA Disaster Declaration DR-4754-ME representing a total of $197,424.84 in storm damages. Because we took swift action and began documenting damages quickly – and followed FEMA requirements – we are eligible to receive a 90% reimbursement of those expenses (75% from FEMA and 15% from the State) leaving the Town responsible for the remaining 10% to total $19,742.48. This is a significant savings to the Town and tax payers; especially since the expenses were both unbudgeted AND necessary due to the unexpected emergency nature of the disaster.

Total Damages - $197,424.84

Federal Share (75%) - $148,068.63

State Share (15%) - $29,613.73

Remaining Town Share (10%) - $19,742.48

Overall Savings to Town - **$177,682.36**

Of the 5 projects submitted, 3 have been obligated and I anticipate the remaining 2 will be obligated very soon. The table accompanying this memo details the different damage categories and associated cost totals. The bulk of the financial burden was due to significant damages to our public walking path, listed under 'Category G', where damages in this project alone mounted to a total of just under $116,000. Additionally, public roadways were impacted as were municipal buildings and

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property. Furthermore, just over $23,000 was spent on debris removal to make roadways and trails safe following the storm. Another $35,550 went to 'emergency protective measures' to make emergency repairs necessary to prevent further damage.

FEMA DR-4754-ME Projects and Cost Totals

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages	Best Available Cost	Best Available Federal Share Cost
749298	A - Debris Removal	Debris Removal - Trails and Roads	Work Completed / Fully Documented	Obligated	1	$23,287.03	$17,465.28
749307	B - Emergency Protective Measures	Emergency Protective Measures	Work Completed / Fully Documented	Pending QA Review	1	$35,550.97	$26,663.23
749395	C - Roads and Bridges	Public Works - Hatch and Ferry Rd	Work Completed / Fully Documented	Obligated	1	$18,093.67	$13,570.26
749421	E - Buildings and Equipment	Public Works Department Damages	Work Completed / Fully Documented	Obligated	2	$4,613.80	$3,460.35
749425	G - Parks, Recreational Facilities, and Other Items	Public Parks Damages	Standard	Pending EHP Review	2	$115,879.37	$86,909.53

I will provide an update once all funds are obligated and the declaration has successfully closed out. I would like to offer my thanks to each department, and especially to Ms. Gina Holland, for her liaising between departments, management, and FEMA to ensure its timely completion.

Respectfully,

Sarah Bennett

Sarah Bennett

Sarah J. Bennett, MPA
Assistant Town Manager
Town of Lisbon

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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Budget Workshop Schedule
Date: March 4, 2025

Summary

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) |6pm - 8pm

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

Recommendation

Attachments

None

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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-038)** Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)
Date: March 4, 2025

Summary

Recommendation

Attachments
None