Town Council
Meeting Minutes
February 4, 2025
Lisbon Town Office
6:30 PM - Council Meeting

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

CALL TO ORDER & PLEDGE TO FLAG

Council Vice-Chair Chris Camire called the meeting to order and led the Pledge of Allegiance to the Flag at 6:30 PM. Although Council Chair Fern Larochelle was present at this meeting, he did not open the meeting, serve as Council Chair for the meeting, or participate in several of the meeting's early items to avoid any potential conflicts of interest.

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, Community Development Specialist and Director of Discover Lisbon Emily Reed, and an audience of over 15 citizens were also in attendance.

EXECUTIVE SESSION

(2025-015) Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultations with Legal Counsel

Vote (2025-015) Councilor Normand Albert, seconded by Councilor Jo-Jean Keller, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultations with Legal Counsel at 6:31 PM. Councilor Larochelle abstained from this vote and did not participate in the Executive Session for Consultations with Legal Counsel to avoid conflicts of interest.
Order Passed – Vote 6-0-1

(2025-016) Executive Session per 1 M.R.S.A. § 405(6)(C) for a Revolving Loan Application

Upon returning from their Executive Session for Consultations with Legal Counsel, the Town Council chose to combine their vote to exit out of the Executive Session for Consultations with Legal Counsel with their vote to enter into Executive Session for a Revolving Loan Application.

Vote (2025-016 A) Councilor Nick Craig, seconded by Councilor Mark Lunt, moved to return from Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultations with Legal Counsel at 7:00 PM and enter into Executive Session per 1 M.R.S.A. § 405(6)(C) for a Revolving Loan Application at 7:00 PM. Councilor Larochelle abstained.
Order Passed – Vote 6-0-1

Councilor Larochelle joined the rest of the Council for the Executive Session for a Revolving Loan Application after he had been notified that the Executive Session for Consultations with Legal Counsel had concluded.

Vote (2025-016 B) Councilor Normand Albert, seconded by Councilor Jo-Jean Keller, moved to return from Executive Session per 1 M.R.S.A. § 405(6)(C) for a Revolving Loan Application at 7:05 PM.
Order Passed – Vote 7-0

During the Town Manager's Report, an additional vote was taken to formally approve the Revolving Loan application discussed during the Executive Session for a Revolving Loan Application.

Vote (2025-016 C) Councilor Fern Larochelle, seconded by Councilor Normand Albert, moved to discuss approving a Revolving Loan to Lisbon House of Pizza for $75,000 at a 6% interest rate over 5 years.
Order Passed – Vote 7-0

No additional discussion took place in regard to the order to approve a Revolving Loan to Lisbon House of Pizza for $75,000 at a 6% interest rate over 5 years.

Vote (2025-016 D) Councilor Fern Larochelle, seconded by Councilor Normand Albert, moved to approve a Revolving Loan to Lisbon House of Pizza for $75,000 at a 6% interest rate over 5 years.
Order Passed – Vote 7-0

GOOD NEWS & RECOGNITION

Economic and Community Development Director Ross Cunningham stated that he and Assistant Town Manager Sarah Bennett had recently traveled to California through the Economic Opportunity and Mobility Program grant that the Town was awarded. The Economic and Community Development Director continued, stating that the travel was part of a learning opportunity to help the town develop and enhance programs designed to help residents find ways out of poverty.

Economic and Community Development Director Ross Cunningham also introduced Emily Reed, the Town's new Community Development Specialist and the new Director of Discover Lisbon. Emily Reed then introduced herself.

PUBLIC HEARINGS

New Local Liquor License, Special Entertainment with Alcohol License, and a Victualer's License for Two Mom's Diner

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

Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles

Councilor Larochelle stepped away for this Public Hearing to avoid a conflict of interest.
Brad Pattershaw, legal representative for 207 Edibles, and Lorelei Hilliker, owner of 207 Edibles, presented the Council with information that argued points in favor of approving a Medical Marijuana Manufacturing License for 207 Edibles.
Councilor Larochelle returned after the conclusion of this Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

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

CONSENT AGENDA

(2025-017) ***Consent Agenda Items***

Approve Municipal Accounts Payable of $828,949.28, Municipal Payroll of $461,690.00, School Accounts Payable of $358,984.70, and School Payroll of $826,924.42

Approve a New Local Liquor License, Special Entertainment with Alcohol License, and a Victualer's License for Two Mom's Diner

Set a Public Hearing for February 18, 2025 for a Local Liquor License and a Special Entertainment with Alcohol License for Olive Pit Brewing

Set a Public Hearing for February 18, 2025 for a Local Liquor License and a Special Entertainment with Alcohol License for the Slovak Catholic Association

Vote (2025-017) Councilor Fern Larochelle, seconded by Councilor Jeremy Barnard, moved to approve the Consent Agenda as presented.
Order Passed – Vote 7-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2025-018) Approve the 2025 Lisbon Village Business Attraction Grant
Because Order 2025-022 was taken out of order after the Consent Agenda, this item was taken after Order 2025-022 concluded.

Economic and Community Development Director Ross Cunningham explained various aspects of the program, such as funding, how businesses are selected, and the program's goals of stimulating economic and community growth.

After the Economic and Community Development Director's presentation, the Council discussed topics such as the committee that would select which businesses to approve, how to promote new businesses, and the benefits of having new businesses open in Town.

Vote (2025-018) Councilor Fern Larochelle, seconded by Councilor Nick Craig, moved to approve the 2025 Lisbon Village Business Attraction Grant.
Order Passed – Vote 7-0

(2025-019) Authorize the Town Manager to Collect a Food Truck Fee and Amend the Fee Schedule
Economic and Community Development Director Ross Cunningham explained that the order was designed to support the continued operation of food trucks in Lisbon by authorizing staff to charge a temporary food truck fee of $20.00 per visit to help offset costs associated with marketing, trash removal, and operational expenses for food truck events like Tasty Tuesdays and occasional lunch services on town property.

After a very brief discussion to clarify that this order does not include the Moxie Festival, council decided to vote.

Vote (2025-019) Councilor Fern Larochelle, seconded by Councilor Nick Craig, moved to authorize the Town Manager to collect a Food Truck Fee and amend the Fee Schedule.
Order Passed – Vote 7-0

(2025-020) Confirm the Town Manager's Appointment of Craig Bouchard to Local Health Officer and Local Emergency Management Director
Town Manager Glenn Michalowski started by recommending that the order should be amended to remove the language that appoints Craig Bouchard as Local Emergency Management Director in order to allow Assistant Town Manager Sarah Bennett to continue working as the Town's Local Emergency Management Director. The Town Manager continued, clarifying that although an ordinance stipulates that the Town's Fire Chief needs to hold that additional role, the Town is already planning to update that portion of the ordinance.

Vote (2025-020 A) Councilor Normand Albert, seconded by Councilor Nick Craig, moved to remove the words "and Local Emergency Management Director" from the order.
Order Passed – Vote 7-0

After the first vote, the Council discussed various aspects of the Local Emergency Management Director role, including competitive compensation for the additional work, professional development, and the policies of neighboring municipalities. Council then voted on the amended order.

Vote (2025-020 B) Councilor Fern Larochelle, seconded by Councilor Nick Craig, moved to confirm the Town Manager's appointment of Craig Bouchard to Local Health Officer.
Order Passed – Vote 7-0

(2025-021) Renew Animal Control Contract with the Town of Durham

Vote (2025-021) Councilor Fern Larochelle, seconded by Councilor Normand Albert, moved to renew the Town of Lisbon's Animal Control Contract with the Town of Durham.
Order Passed – Vote 7-0

(2025-022) Approve a Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles

This item was taken out of order after the Consent Agenda and before Order 2025-018.
Councilor Larochelle stepped away during this item to avoid a conflict of interest.

Councilor Nick Craig, seconded by Councilor Normand Albert, motioned for a discussion.

After a brief discussion, the council instead chose to table hold a vote to table the order.

Vote (2025-022) Councilor Normand Albert, seconded by Councilor Mark Lunt, moved to table Order 2025-022, Approve a Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles. Councilor Larochelle abstained from this vote and item to avoid a conflict of interest.
Order Tabled – Vote 6-0-1

Councilor Larochelle returned after the conclusion of this item.

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert

Councilor Albert mentioned that the School Committee recently discussed potential budget increases for the upcoming fiscal year.

Planning Board – Councilor Craig

Councilor Craig stated that he was unable to attend the most recent meeting, but that he talked to the Planning Board Chair about a solar panel installation and a new ordinance for Site Plan Reviews for Multi-Family Buildings that were discussed at the most recent meeting.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller

Councilor Larochelle encouraged more residents to attend meetings and bring new ideas to the committee.

Conservation Commission – Councilor Larochelle and/or Councilor Albert

Councilor Larochelle stated that, although he was unable to attend the recent meeting, he talked to Parks and Recreation Director Mark Stevens and learned that potential tree harvesters for projects along Pinewoods Road, Summer Street, and Beaver Park were discussed at the last meeting.

Parks & Recreation Committee – Councilor Camire

Councilor Camire announced that the Committee is holding an event in collaboration with D.A.R.E. on March 8, 2025, that Trek Across Maine will be holding events in Lisbon later in the year, and that the planning for Moxie Fest 2025 had begun.

County Budget Committee – Councilor Albert and Councilor Barnard

Councilor Albert stated that the next meeting is scheduled for the end of February.

Library Governing Board – Councilor Keller

Councilor Keller announced that a patron was able to save over $2,000 by borrowing books from the library instead of purchasing books and that the library is currently running a puzzle exchange event.

Water Commission – Councilor Albert

Councilor Albert stated that the Water Commission will not be meeting again until next month.

Finance Committee – Councilor Barnard

Councilor Barnard talked about some of the processes used by Finance Committee members as they review different parts of the Town's budget.

Revolving Loan Committee - Councilor Larochelle and/or Councilor Craig

Councilor Craig mentioned that a recent application will be voted upon later in today's meeting.

Town Manager's Report

Town Manager Glenn Michalowski announced the Budget Workshop Schedule and that he recently visited a potential new LACO Food Pantry site location along with representatives of the organization.

The Town Manager next asked Economic and Community Development Director Ross Cunningham to explain the Revolving Loan application that Council will vote on as an extension of Order 2025-016. The Economic and Community Development Director then stated that the loan would be to Lisbon House of Pizza for $75,000 at a 6% interest rate over 5 years. This vote will be recorded as part of order 2025-016.

After Votes 2025-016 C and 2025-016 D, the Town Manager announced that Sewer Superintendent Steve Aievoli is resigning from Lisbon to accept a new position in Gardiner, Maine, which is scheduled to begin on February 20, 2025.

Budget Workshop Schedule

Town Manager Glenn Michalowski included the following proposed Budget Workshop Schedule in the Agenda Packet:

Revised Budget Workshop Schedule – 2025
3/4 (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)

3/11 (Tuesday) | Following School Presentation - 7 PM - 9 PM
- **School Budget Presentation** – TBD
- **Fire, Police, Parks & Recreation** – 2 hours (7:00 PM - 9:00 PM)

3/18 (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)

3/25 (Tuesday) | 6 PM - Until Finished
- **Other Public Services** – 60 mins (6:00 PM - 7:00 PM)
- **Public Works** – 60 mins (7:00 PM - 8:00 PM)
- **ECD/Codes/Buildings** - 8pm to 9pm **

COUNCIL COMMUNICATIONS

The Council chose to begin the Council Communications section of the agenda by first discussing the item 2025 Council Goals. After the Council concluded their discussion of their goals for 2025, they communicated the following:

Councilor Barnard discussed starting a "Coffee with a Councilor" outreach program. Councilor Barnard, the rest of the Council, and the Town Manager then discussed the logistics that might be involved with the potential program.

Councilor Larochelle thanked Public Works for maintaining the roads during recent winter storms.

Councilor Albert started by saying that he "labored with saying this, because [he] had done this [been involved in local government] for 7 years now, and never once talked about political items in the Council Communication, and [that he] feel[s] compelled tonight to do so." After referencing the duration of the Roman Republic and Empire's existence in relation to America's current age to provide additional historical context for his statement, Councilor Albert continued to express his concerns about national politics with the following quote: "I'm not sure our republic is going to survive if we don't pay attention to what's going on right now in Washington, and not looking at the shiny things that are happening, or the stuff behind the scenes; because there's some real threats to our democracy there right now. I don't care which lever you pull, which box you check, inside of the voting booth; I don't care. I just think that all Americans should be concerned at what's going on with our government right now, because it's scary times. So that's my council communication for today."

2025 Council Goals

The Council agreed to begin the Council Communications section of the agenda by first discussing their goals for 2025.

Councilor Camire introduced the item by asking councilors to lead a discussion about the specific goals that they chose as their focus.

Councilor Albert led a discussion with the Council about plans to bring more businesses to Lisbon.

Councilor Camire led a discussion with the Council that provided an update on the Public Safety Building's development.

Councilor Barnard led a discussion with the Council about the topic of leadership development for Town staff.

Councilor Albert led a discussion with the Council about a potential Charter Commission.

Councilor Craig led a discussion with the Council about increasing the Town's ability to effectively communicate with residents.

After discussing their various goals for 2025, the Council then decided to return to the Council Communications item.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Charlie Turgeon of Lisbon Falls spoke about the School Department's budget and encouraged professional development for staff.

EXECUTIVE SESSION

(2025-023) Executive Session per 1 M.R.S.A. § 405(6)(C) for Consideration of the Condition, Acquisition or Use of Real or Personal Property

Vote (2025-023 A) Councilor Fern Larochelle, seconded by Councilor Jo-Jean Keller, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(C) for Consideration of the Condition, Acquisition, or Use of Real or Personal Property at 8:19 PM.

Order Passed – Vote 7-0

Vote (2025-023 B) Councilor Normand Albert, seconded by Councilor Nick Craig, moved to exit out of Executive Session per 1 M.R.S.A. § 405(6)(C) for Consideration of the Condition, Acquisition, or Use of Real or Personal Property at 9:18 PM.

Order Passed – Vote 7-0

ADJOURNMENT

Vote Councilor Normand Albert, seconded by Councilor Nick Craig, moved to adjourn at 9:18 PM.

Order Passed – Vote 7-0

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Alice Richards, Interim Town Clerk

Date Approved: July 15, 2025

SERVICE AGREEMENT
ANIMAL CONTROL

WHEREAS, the Town of Lisbon has the capacity to provide animal control services; and

WHEREAS, the Town of Durham is desirous of using Town of Lisbon resources to provide animal control services within the Town of Durham;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Towns of Lisbon and Durham do hereby agree as follows:

1. Purpose: Recognizing that the Town of Durham has the responsibility to its citizens to provide animal control services within that municipality, it is the purpose of this Agreement to set forth the terms and conditions under which those services will be provided by the Town of Lisbon.

2. Term; Renewal: This Agreement shall be for a term of three (3) years commencing January 1, 2025 and running through June 30, 2028. This Agreement may be renewed for additional three (3) year terms by the Inhabitants of the Town of Durham and the Town Council of the Town of Lisbon. (After this agreement we will move to a fiscal year start date of July 1st, as the Town of Durham is moving to a fiscal year budget.)

3. Effective Date: The effective date of this Agreement shall be January 1, 2025.

4. Administration: The Town of Lisbon shall be responsible for administering animal control services during the term of this Agreement. The Town of Durham will be responsible for administering licensing of dogs in the Town of Durham.

5. Personnel: The Town of Lisbon shall provide animal control services on an as needed basis within the Town of Durham, using Lisbon personnel and equipment. Services will be provided on an independent contractor basis to the Town of Durham subject to the terms and conditions of this Agreement.

6. Animal Control Activities: Animal control activities to be provided shall be, but are not limited to, generally the following:

A. To enforce all State Laws, Rules and Regulations and all municipal Ordinances with respect to each participating municipality, relating to animals and animal control.

B. To assist the citizens of each Town with sick and injured domestic animals.

C. To respond to domestic animal complaints arising in each Town.

D. To maintain records of all complaints, animal pick-ups, dispositions, fees collected, summonses, warnings, animal bites, and animals taken to the

animal shelter, and such other records as may be required, for each participating municipality. To submit a quarterly report to the Town of Durham and assist with the animal control page in the Town's Annual Report.

F. Transport animals to and from the animal shelter as may be necessary or directed.

G. To rescue or aid in the rescue of trapped, wounded, sick or injured animals.

H. To conduct public education sessions as may be required.

I. To issue appropriate warnings or citations to animal owners and to act as each Town's representative on animal control matters within the Maine Court System, including, but not limited to, appearing as a witness.

J. To perform such other tasks or duties relating to animals or animal control as may be assigned by the Board of Selectmen of Durham and the Town Council of Lisbon.

7. Certification: The person or persons who will provide animal control services to the Town of Durham will be certified as an Animal Control Officer and will maintain certification as required by applicable State and local Laws and Ordinances.

8. Financial Provision: The Town of Lisbon will develop an animal control budget to include services to be rendered to the Town of Durham under the terms and conditions of this Agreement (and to include any other Towns with which the Town of Lisbon may have an Animal Control Service Agreement). The cost to provide those services to the Town of Durham, including any administrative fees, shall be determined on a population and per call basis and allocated among all participating Towns accordingly. Allocations for the Town of Durham for the ensuing fiscal years shall be developed by the Town of Lisbon as part of its Budget process and allocated on a population and per call basis. The Town of Durham will be advised of their allocation during Lisbon's budget process.

Financial administration of all costs and expenses related to animal control will be provided by the Town of Lisbon. All billings shall be submitted to the Town of Lisbon and all payments for animal control will emanate from that Town. The Town will maintain records of disbursements and will provide records of those disbursements to the other participating municipalities as requested. Any funds remaining in the Town of Lisbon budgetary account shall be designated to be carried forward into the next budget year and shall not lapse into the Town of Lisbon's surplus account.

Should the Town of Durham disagree with its allocation, it will have the opportunity to opt out of this Agreement by providing notice to the Town of Lisbon, through the Town Manager's Office, within two (2) weeks of being notified of its yearly allocation.

9. Authority: While providing services in the Town of Durham, the person or persons acting as Animal Control Officer shall be responsible to the Durham Board of Selectmen.

10. Indemnity and Insurance: The Town of Lisbon shall indemnify and hold harmless the Inhabitants of the Town of Durham, its employees and board or committee members from claims, suits or liabilities resulting from negligence of the Town of Lisbon, its employees, councilors and agents in carrying out the terms of this Agreement.

The Inhabitants of the Town of Durham shall indemnify and hold harmless the Town of Lisbon, its employees, councilors and agents from claims, suits or liabilities resulting from negligence of the Inhabitants of the Town of Durham, its employees, agents and board or committee members in carrying out the terms of this Agreement.

For purposes of this section 10, the Animal Control Officer shall be considered an employee or agent of the Town of Lisbon while providing services in or for the Town of Lisbon, and the Animal Control Officer shall be considered an employee or agent of the Town of Durham while performing services in or for the Town of Durham.

The Town of Lisbon and Inhabitants of the Town of Durham shall share this agreement with their respective insurers to make certain that insurance coverage is adequate. Each Party agrees to execute any reasonable amendments to this agreement required by their insurers. Certificates of insurance will be made available upon request.

In the event of any litigation between the Parties with regard to the Agreement, each party shall be responsible for its own expenses, costs and attorney fees.

This section shall not be interpreted to waive the monetary limits or substantive areas of immunity under the Maine Torts Claims Act.

11. Non-appropriation: The Inhabitants of Durham are obligated only to pay costs to provide Animal Control services under this agreement as may be lawfully made from funds budgeted and appropriated for said purpose during Durham's current fiscal year. In the event sufficient funds will not be appropriated or are not otherwise legally available to pay for the services under this agreement, the Inhabitants of Durham will notify the Town of Lisbon in writing and be released from this agreement with a thirty (30) day notice. The Select Board of Durham is obligated to present a warrant article to the Town at the yearly Town meeting which seeks to appropriate sufficient funds to cover this agreement, unless the Town has notified the Town of Lisbon of its decision to terminate this Agreement as outlined in section 12.

12. Termination: Either party may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipality on or before October 1st preceding the commencement of the January 1st calendar year.

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

This Agreement is executed by the Selectmen or Town Council of the participating municipalities, to be duly authorized by action of the Town Meeting of each municipality as follows:

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

DATE: February 4, 2025

INHABITANTS OF THE
TOWN OF LISBON

Chas Camire
Jo-Jean Keller
Mark Lunt
Fern Larochelle
Normand Albert
Nicholas Craig

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

DATE: 1/28/2025

INHABITANTS OF THE
TOWN OF DURHAM

Joseph Roy
Deborah Oliver
Heather Roy
Joshua Klein-Goldenberg
Joseph Tamm