Town Council
Meeting Minutes
April 1, 2025
Lisbon Town Office
6:00 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

The 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 Larochelle, Councilor Camire, Councilor Lunt, Councilor Albert, Councilor Keller, Councilor Barnard, and Councilor Craig. Town Manager Glenn Michalowski; Economic and Community Development Director Ross Cunningham; Finance Director Samantha Bryant; Parks and Recreation Director Mark Stevens; Assistant Parks and Recreation Director Kate Madore; Finance Committee Member Charles Turgeon; Parks and Recreation Administrative Assistant Jennifer Willey; Maine State Legislature House District 97 Representative Richard Mason; Chief of Police Ryan McGee; Fire Chief Craig Bouchard; Public Works Director Pat Maloy; Former Lisbon Parks Director Verla Ridley; Planning Board Chair Shaun Carr; athletes, parents, and coaching staff from the Lisbon High School Competition Cheering Team; and an audience of over 40 citizens were also in attendance.

BUDGET WORKSHOPS

Police - 6:00-6:45

Chief of Police Ryan McGee presented the proposed fiscal year 2025-2026 budget for the Lisbon Police Department. After Chief McGee and Town Council discussed the Police Department's budget proposal, a brief recess occurred before the item "Proclamation Recognizing the Lisbon High School Competition Cheering Team" under Good News and Recognition was then taken out of order.

Fire - 6:45 - 7:15

Fire Chief Craig Bouchard presented the proposed fiscal year 2025-2026 budget for the Lisbon Fire Department. Council then discussed the proposed budget.

Parks and Recreation - 7:15 - 7:45

Parks and Recreation Director Mark Stevens presented the proposed fiscal year 2025-2026 budget for the Parks and Recreation Department. Council then discussed the proposed budget.

GOOD NEWS & RECOGNITION

After the conclusion of the last budget workshop, the Council Chair opened the floor for additional Good News and Recognition items. Seeing no speakers, the Chair closed the floor.

Proclamation Recognizing the Lisbon High School Competition Cheering Team

This item was taken out of order after the Police Department's Budget Workshop.

Councilor Keller read the following proclamation:

PROCLAMATION

WHEREAS, The Lisbon High School Competition Cheering Team has made the community of Lisbon very proud as they claimed the 2025 State Championship title;

WHEREAS, These Cheerleaders have won the seventh Cheering State Championship in school history at the Augusta Civic Center on February 8th;

WHEREAS, The Cheering season was a strong one, winning the Class C Southern Regional Championship at the Cross Insurance Center on February 1st;

WHEREAS, At the 2025 Class C State Cheering Competition, the Lisbon High School Team defeated Bucksport to take their seventh State Championship, (4th consecutive) in a 10-year span;
WHEREAS, The 2025 Class C State Cheering Competition team members were Delina Daigle, Nevaeh Fortin, Riley Hoyle, Mackenzie Theriault, Kyla Berube, Payton Hoyle, Brady Knight, Ava Kottmann, Reese Kulow, Ella Morales, Sela Russell, Alivia Saunders, Emma Bourgoin, Gabby Adams, Ella Charest, Brynn Chase, Rilynn Daigle, Maddie Earle, Ava Francis, Kenzie Ranta, Lauren Vella and Avia Russo;
NOW THEREFORE, We, the Lisbon Town Council wish to congratulate and thank the Lisbon High School Cheerleaders and their Coach, Nicole Adams, for their fine representation of the Town of Lisbon while winning the State Championship Title.
Dated: April 1, 2025
LISBON TOWN COUNCIL

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

No audience members spoke.

CONSENT AGENDA

(Order 2025-043) ***Consent Agenda Items***

Approve Municipal Accounts Payable of $540,682.89; Municipal Payroll of $229,083.48; School Accounts Payable of $296,000.53; and School Payroll of $833,919.00

Set a Public Hearing for April 15, 2025 for Ordinance Amendments to Part I, Chapter 70 - Zoning Regulations

Election Clerk Appointments

Approve Council Minutes for August 28, 2024 at 11:30 AM and October 29, 2024

Approve the Warrant for the June 10, 2025 School Budget Validation Referendum Election; Set School Budget and School CIP Budget Public Hearings for May 13, 2025; and Set School Budget and School CIP Budget Adoption for May 13, 2025

Vote (2025-043) Councilor Albert, seconded by Councilor Craig, moved to accept the Consent Agenda as presented.
Order Passed – Vote 7-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(Order 2025-044) Authorize the Town Manager to Approve a Sign Easement to 8 Oak St LLC Over Municipal Land Fronting 8 Oak Street

Economic and Community Development Director Ross Cunningham presented the item, stating that after a previous road project, the land in front of several businesses at the intersection of Route 196 and Oak Street became public land. The Economic and Community Development Director continued, saying that approving the order would allow several businesses to place smaller signs on one larger sign. After a brief discussion, council voted on the measure.

Vote (2025-044) Councilor Albert, seconded by Councilor Craig, moved to authorize the Town Manager to approve a sign easement to 8 Oak St LLC over municipal land fronting 8 Oak Street.
Order Passed – Vote 7-0

(Order 2025-045) First Reading of Ordinance Amendments to Part I, Chapter 70 - Zoning Regulations

Planning Board Chair Shaun Carr presented the order, stating that after reviewing the ordinance changes passed by the Planning Board in January 2025, Town Council returned the ordinance to the Board to request an amendment to have the order's parking changes include a requirement for a one-space minimum and two-

space maximum in the Lisbon Village area. The Planning Board chair continued, saying that the Board approved Town Council's requested changes at the February 27, 2025 Planning Board meeting, and that the changes are reflected in this version of the order.

Vote (2025-045) Council Member Albert, seconded by Council Member Craig, moved to approve the Ordinance Amendments to Part I, Chapter 70 - Zoning Regulations.
Roll Call Vote:
Yes – Councilor Larochelle, Councilor Camire, Councilor Lunt, Councilor Albert, Councilor Keller, Councilor Barnard, and Councilor Craig
No – None
Order Passed – Vote 7-0

(Order 2025-046) Authorize the Town Manager to Use Downtown TIF Funds to Install a Fence with an Estimated Cost of $3,224.68 on the Retailing Wall at the Booker Street Parking Lot to Address Public Safety Concerns.

Town Manager Glenn Michalowski began the order's presentation by referencing the 2023, 2024, and 2025 Downtown TIF funds that were included in the agenda packet.

Economic and Community Development Director Ross Cunningham continued the presentation, stating that in approximately 2021, the town created the Booker St parking lot, which included an approximately 8-foot-high retaining wall behind a local restaurant, the Sausage Kitchen; that the project originally included plans for a fence to be installed on top of the publicly accessible wall, but the plan was never executed; that Atlantic Fence Co. recently provided the owner of the Sausage Kitchen with a fence installation cost estimate of $3,225.68. The Economic and Community Development Director concluded the presentation by recommending that the Town use Downtown TIF funds to execute this project as soon as possible to reduce the risk of potential injury on Town property by providing a safety barrier and, noting that the Town needs to be prepared for the busy times of the upcoming seasons with warmer weather.

After a brief discussion, Councilor Barnard stated that he planned to vote against the measure in a symbolic gesture, as he would have preferred more explanation of TIF funds and context regarding this project's allocation within the overall use of those funds.

Vote (2025-046) Councilor Albert, seconded by Councilor Craig, moved to authorize the Town Manager to use Downtown TIF funds to install a fence with an estimated cost of $3,224.68 on the retailing wall at the Booker Street Parking Lot to address public safety concerns.
Order Passed – Vote 6-1

(Order 2025-047) Authorize a Budget Transfer from Public Works' Capital Fund for the Repair and Maintenance of Buildings

Town Manager Glenn Michalowski introduces the order by reading the following memo:

"Dating back to 2023, water intrusion and roof issues were identified at the Public Works building, following mold remediation work that took place in 2024. Staff were temporarily relocated to the Town Office after elevated mold spore counts were detected, creating potentially unsafe working conditions.

During FY24, the former Public Works Director explored several options, including roof repair, installation of a temporary office trailer, and the feasibility of constructing a new Public Works facility. However, progress was delayed after the Director’s departure, as the offices were not staffed for a period of time.

The newly appointed Public Works Director has resumed efforts to address the building issues. Due to

expenses related to mold remediation and other repairs, the Repair & Maintenance of Buildings line will be over-expended. We are requesting a transfer from the Public Works Capital Fund to cover these costs.

In accordance with Town Code Sec. 86-36 – Emergency Public Purchases and/or Repairs, the Town Manager approved expenditures that were exempt from the standard three-quote or formal bid process. As the total exceeds $25,000, we are notifying the Council and requesting a formal budget transfer."

After the Town Manager introduced the order, Public Works Director Pat Maloy and the Town Council discussed matters that included topics such as the timeline of events, previously implemented mold remedies, the current state of the buildings, and potential future issues.

Vote (2025-047) Councilor Craig, seconded by Councilor Albert, moved to authorize a budget transfer from Public Works' capital fund for the repair and maintenance of buildings.
Order Passed – Vote 7-0

Lisbon EMS Budget Recommendation Discussion
After a brief discussion with the Council, the Town Manager asked Council to formalize their request to have Lisbon EMS review their budget for potential reductions that could be implemented without impacting services.

Vote (2025-048) Councilor Craig, seconded by Councilor Albert, moved to authorize the Town Manager to write a letter to Lisbon EMS that formalizes the Town Council's request to have Lisbon EMS review their budget for potential reductions that could be implemented without impacting services.
Order Passed – Vote 7-0

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert
Councilor Albert stated that he did not have any updates.

Planning Board – Councilor Craig
Councilor Craig mentioned that the Planning Board had not met since the previous Town Council meeting.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller
Councilor Larochelle said that there were no Lisbon Development Committee meetings scheduled since the last Town Council meeting.

Conservation Commission – Councilor Larochelle and/or Councilor Albert
Councilor Larocehlle stated that the Conservation Commission had also not met since the last Town Council meeting.

Parks & Recreation Committee – Councilor Camire
Councilor Camire announced that the next Parks and Recreation meeting was scheduled for April 7, 2025.

County Budget Committee – Councilor Albert and Councilor Barnard
Councilor Barnard stated that he attended the County Budget Committee's March 19, 2025 meeting, which included discussions about underfunded jails and the committee voting down a measure that would have funded purchasing one million dollars worth of vehicles for the County Sheriff's Department.

Library Governing Board – Councilor Keller
Councilor Keller announced that April is National Poetry Month and that the Library is hosting a rotating display which will feature patrons' creative works.

Water Commission – Councilor Albert

Councilor Albert stated that although he was currently struggling to attend Water Commission meetings due to scheduling conflicts between the Water Commission's meetings and the Town Council's Budget Workshops, he was in contact with the Water Commissioners and planned to stay informed with updates for an upcoming meeting.

Finance Committee – Councilor Barnard

Councilor Albert stated that next month's meeting had been postponed.

Town Manager's Report

The Town Manager began his presentation by stating that FCC rules allow municipalities to collect a portion of the gross revenues collected by a cable company within a municipality and that when Lisbon negotiated its cable franchise fee in 2016, the council from that time chose not to collect any of the available revenue from Spectrum Cable. Continuing his statement, the Town Manager said that after reviewing the contract from 2016, it was determined that with a Council action and 60 days' advanced notice, the Town could request up to 5% of the gross annual revenues that Spectrum Cable generates in Lisbon. The Town Manager finished his presentation by asking Council for permission to send a formal request to Spectrum Cable to have Lisbon take 5% of the gross annual revenues that the company generates in Lisbon in order to add those funds to the Town's budget.

Vote (2025-049) Councilor Camire, seconded by Councilor Keller, moved to authorize the Town Manager to request 5% of the local cable provider's gross annual revenue fees per the executed franchise agreement.
Order Passed – Vote 7-0

COUNCIL COMMUNICATIONS

Councilor Craig suggested that the Town Council should schedule joint public budget sessions with other committees, such as the Water Commission and the School Committee. Discussion followed.

Councilor Lunt thanked the Public Works Department for consistently maintaining the town's roads during the recent snowstorms.

Councilor Barnard proposed the idea of having the Town Council host a public relations event to provide residents with additional context about the progress made during the Council's recent budget workshops. Councilor Barnard's suggestion prompted additional Council discussion that included topics such as petitions, referendum questions, and a potential Charter Commission.

Councilor Larochelle suggested the Council should decide on an acceptable upper limit for the next fiscal year's tax increase that does not cut too many public services. Councilor Larocehlle's suggestion led to a discussion among the Councilors about which items and budgets should be discussed a second time, as well as tax rates in general.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Lisbon resident Cheryl Monat talked to the Council about the difficulties she was experiencing as she tried to get the Town to assist her with a nearby vacant home and the pest issues caused by the vacant home. Cheryl Monat's comments led to a discussion where Councilor Larochlle talked about ongoing efforts he, the Town Manager, and the Town staff have been making to use ordinances to address the issue.

Lisbon resident Charlie Turgeon talked about his charter petition.

ADJOURNMENT

Vote Councilor Craig, seconded by Councilor Albert, moved to adjourn at 9:14 pm.

Order Passed – Vote 7-0

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Alice Richards, Town Clerk

Date Approved: May 6, 2025

Warrant
School Budget Validation Referendum
(20-A M.R.S.A. §§ 1486 and 2307)
Town of Lisbon

Androscoggin County, ss. State of Maine

To: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum Election described in this warrant.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a School Budget Validation Referendum Election will be held at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls, Maine 04252 for Ward 1 and Ward 2 on Tuesday, June 10, 2025 for the purpose of determining the following questions:

QUESTION 1: DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL YEAR THAT WAS ADOPTED BY THE LISBON TOWN COUNCIL AT THE LATEST BUDGET MEETING? YES NO

QUESTION 2: THE FOLLOWING IS A NONBINDING EXPRESSION FOR THE CONSIDERATION OF THE TOWN COUNCIL AND SCHOOL COMMITTEE. DO YOU BELIEVE THE BUDGET WAS TOO HIGH, TOO LOW, OR AN APPROPRIATE AMOUNT? (SELECT ONE)

TOO HIGH TOO LOW AN APPROPRIATE AMOUNT

The Registrar of Voters shall hold office hours while the polls are open to correct any error on the voting list, or change a name or address on the voting list; to accept the registration of any person eligible to vote; and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

POLLING HOURS: Voting on the Questions shall be by secret ballot referendum at one polling location within the Town of Lisbon. The polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.

REGISTRAR HOURS: Regular Town Office hours are Monday through Thursday from 7:45 a.m. to 4:30 p.m.; hour on Election Day, June 10, 2025 are from 7:00 a.m. to 8:00 p.m.

CASTING OF ABSENTEE BALLOTS: You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., 7:00 p.m., and 8:00 p.m. in accordance with M.R.S.A. Title 21A Section 759 (7).

Warrant
School Budget Validation Referendum
(20-A M.R.S.A. §§ 1486 and 2307)
Town of Lisbon

Given under our hand this 1st day of April, 2025 at Lisbon, Maine.

Fern Larochelle, *Council Chair*

Chris Camire, *Council Vice-Chair*

Mark Lunt

Normand Albert

Jo-Jean Keller

Jeremy Barnard

Nick Craig

A true Copy of the Warrant,

Attest: _____ (Clerk Signature & seal)

Municipal Clerk

PROCLAMATION

***WHEREAS**, The Lisbon High School Competition Cheering Team has made the community of Lisbon very proud as they claimed the 2025 State Championship title;*

***WHEREAS**, These Cheerleaders have won the seventh Cheering State Championship in school history at the Augusta Civic Center on February 8th;*

***WHEREAS**, The Cheering season was a strong one, winning the Class C Southern Regional Championship at the Cross Insurance Center on February 1st;*

***WHEREAS**, At the 2025 Class C State Cheering Competition, the Lisbon High School Team defeated Bucksport to take their seventh State Championship, (4th consecutive) in a 10-year span;*

***WHEREAS**, The 2025 Class C State Cheering Competition team members were Delina Daigle, Nevaeh Fortin, Riley Hoyle, Mackenzie Theriault, Kyla Berube, Payton Hoyle, Brady Knight, Ava Kottmann, Reese Kulow, Ella Morales, Sela Russell, Alivia Saunders, Emma Bourgoin, Gabby Adams, Ella Charest, Brynn Chase, Rilynn Daigle, Maddie Earle, Ava Francis, Kenzie Ranta, Lauren Vella and Avia Russo;*

***NOW THEREFORE**, We, the Lisbon Town Council wish to congratulate and thank the Lisbon High School Cheerleaders and their Coach, Nicole Adams, for their fine representation of the Town of Lisbon while winning the State Championship Title.*

Dated: April 1, 2025

LISBON TOWN COUNCIL

Fern Larochelle Jr, Chairman

Chris Camire., Vice Chairman

Mark Lunt

Normand Albert

Jo-Jean Keller

Jeremy Barnard

Nick Craig

A true Copy,

Attest: _____
Municipal Clerk (Clerk Signature & seal)