Town Council
MEETING MINUTES
June 4, 2024
LISBON TOWN OFFICE
7:00 PM - SPECIAL COUNCIL MEETING

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

CALL TO ORDER & PLEDGE TO FLAG

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

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager and approximately 3 citizens in the audience.

EXECUTIVE SESSION

Items taken out of order after Item 7: Good News & Recognition.

VOTE () Council Member Larochelle, seconded by Council Member Albert, moved to enter into Executive Session for Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency per 1 M.R.S.A. § 405(6)(C); AND for Labor Negotiations per 1 M.R.S.A. § 405(6)(D) -- Sergeant's Union at 7:22 pm.
Order Passed – Vote 7-0.
VOTE () Council Member Larochelle, seconded by Council Member Cain, moved to return to the meeting from Executive Session at 8:06 pm.
Order Passed – Vote 7-0.

Executive Session for Discussion or consideration of the condition, acquisition or the use of real or personal property per 1 M.R.S.A. § 405(6)(C)

Executive Session for Labor Negotiations per 1 M.R.S.A. § 405(6)(D) -- Sergeant's Union

GOOD NEWS & RECOGNITION

John Cordts, Deputy Chief Lisbon EMS, described the new ambulance and reported that retired Chief MacDonnell received the Maine EMS Lifetime Achievement Award. He also said that Lisbon EMS took a K9 class with other Lisbon Departments.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Authorize Town Manager to solicit bids for the 2024 Road Improvement Plan

Paving: The proposal includes paving 470 feet of Hatch Road near Young Road, all of Maple Street, and 100 feet of High Street at its intersection with Summer Street. This work aims to repair the road, ensure proper pitching, and correct the misdirection of storm flows that currently bypass the catch basin and cause frequent washouts needing repair. Additionally, an alternate bid request is included to consider reclaiming and repaving all of High Street, assessing if the budget can cover this extensive work along with the proposed segment of Hatch Road.

Road Striping: The plan for FY25 retains the previous year's locations with the re-addition of Littlefield Road and Village Street, which were removed post-paving. The Public Works staff will handle the painting of sidewalks and markings on Davis Street, including crosswalks and turn arrows.

VOTE () Council Member Larochelle, seconded by Council Chair Moore, moved to authorize the Town Manager to solicit RFPs contingent on the adoption of the FY25 budget in order to help secure a spot on prospective bidders' paving schedules for the upcoming season. .
Order Passed – Vote 7-0.

Approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit
Tabled to next meeting.

TOWN MANAGER'S REPORT

Summer Hours Pilot
The Town Manager presented his proposal to change the hours for summer.

The Town Office staff has proposed piloting a new summer hours schedule aimed at enhancing operational efficiency and aligning with peak transaction times. Our current policy permits flexible scheduling across various departments, with both the Sewer and DPW departments successfully operating on non-traditional schedules for several years. This proposal seeks to extend similar flexibility to the Town Office, specifically concerning public-facing hours.

Based on our transaction volume data from February 2023 to May 2024, there is a notable higher activity in the morning hours compared to later in the day. For instance, transactions peak between 8:00 AM and 3:00 PM, with a significant drop after 4:00 PM. Consequently, we propose a public-facing schedule from 7:45 AM to 4:30 PM. Staff would arrive before opening and stay after closing to manage necessary administrative duties such as cashing up and preparing for the next business day.

Implementing this schedule could also significantly enhance our staff recruitment and retention efforts. It is worth noting that 16 nearby communities have adopted similar schedules, and our neighbor in Lewiston implemented this change in the recent spring. These precedents provide valuable reference points and insights into addressing potential challenges.

The proposed schedule would run from the Monday following the last day of school until Labor Day. We plan to revisit this arrangement with the Council in August to evaluate its effectiveness and consider whether it should be extended, remain seasonal, or be discontinued. Feedback from town office staff has been initially positive, with no childcare issues reported that would affect this change.

We believe this change will not only improve our service efficiency but also enhance our workplace environment, making it a win-win for the community and our employees.

After discussion with Council, the Town Manager confirmed that there will be continual evaluation and that this is a good staff retention tool.

GOOD NEWS & RECOGNITION

Councilor Albert said there were 72 young adults graduated from Lisbon High School on Sunday, and recognized their hard work.

Councilor Larochelle said the Memorial Day Parade was well attended despite the weather.

ADJOURNMENT

To Adjourn
VOTE () Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To Adjourn at 8:06 pm.
Order Passed – Vote 7-0.



Lisa M. Ward, Council Secretary

Date Approved: