# Town Council
# MEETING MINUTES
## May 7, 2024
## LISBON TOWN OFFICE
## 7:00 PM - 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 6:59 PM.

## ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Dr. Rick Green, Superintendent of Schools; Chief Ryan McGee, Police Chief; and approximately 11 citizens in the audience.

## EXECUTIVE SESSION

Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)
**VOTE (2024-080)** Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 7:02 pm.
**Order Passed Vote 7-0.**

**VOTE (2024-080A)** Council Member Larochelle, seconded by Council Member Albert, moved to return to the regular meeting from Executive Session at 7:07 pm..
**Order Passed Vote 7-0.**

## GOOD NEWS & RECOGNITION

*Agenda item 9D: Western Maine Transportation Yearly Update was taken up out of order at this time. The meeting then continued.*

Councilor Larochelle commented that it is spring and people are picking up their yards and raking and working in gardens, it all looks good. He thanked residents for this.

## PUBLIC HEARINGS

Article IV. Recreation Activities On Public Ways for extended ATV Access
The Chair opened the Public Hearing.

Ed Barrett, president of Lisbon Hardcore Riders said that Roger Bickford had been unable to do the door to door they planned, so he (Mr. Barrett) put information on the community pages about it. He said no one is here to speak against the access.

Councilor Moore said he would like to hear from the residents of the affected streets. Mr. Barrett replied that Mr. Bickford is sick and could not do it.

There were no other speakers. The Chair closed the Public Hearing.

Special Events Ordinance
The Chair opened the Public Hearing, there were no speakers. The Chair closed the Public Hearing.

## AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

## CONSENT AGENDA

*Consent Agenda Items*

Consent Agenda Items are considered routine, and are considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed. Any Councilor wishing to remove an item may do so before the Consent Agenda is considered.

The Clerk requested an item be added to the Consent Agenda, she explained that it had been left off but the business owner requires renewal due to a late renewal. Jason Smith, of Lisbon Cannabis Medical Marijuana Retail store submitted his application to the Clerk's office. There was no objection, the item was added to the Consent Agenda: License Renewal for Medical Marijuana Retail Store Lisbon Cannabis.

**VOTE (2024-081)** Council Member Larochelle, seconded by Council Member Albert, moved to approve the Consent Agenda as presented.
**Order Passed – Vote 7-0.**

Approve Liquor Catering Permit for Nonesuch River Brewing for Blues Festival

Renewal of Itinerant Vendor Permit for Riverside Flea Market

Set Hearings for Victualer's Permits for Mr. Sea's Seafood & Halo Sips (Food Trucks ) for May 21, 2024

Municipal Accounts Payable Warrants $ 206,221.88

Municipal Payroll Warrants $ 213,112.45

School Accounts Payable Warrants $ 201,392.17

School Payroll Warrants $ 375,737.76

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve acceptance of Haggerty Realty Bid to Serve as Realtor for Town of Lisbon Foreclosed Properties

Mr. Michalowski stated that an RFP was put out, there was one qualified bid from Haggerty Realty for 4% of the sale price.

Councilor Larochelle said that Ms. Haggerty has served us well in the past. Town attorney Cam Ferrante said the brokerage fees are returnable to the town. He explained that if the sale doesn't cover the expenses and liens then that is a loss to the Town.

**VOTE (2024-082)** Council Member Albert, seconded by Vice Chair Robishaw, moved to Approve acceptance of Haggerty Realty Bid to Serve as Realtor for Town of Lisbon Foreclosed Properties.
**Order Passed – Vote 7-0.**

Amend Article IV. Recreation Activities On Public Ways for extended ATV Access - Second Reading

Councilor Moore stated that he would like more information from the neighbors, he would like them to be canvassed. Chief McGee said that he would come to Council if complaints were received. He said that Safety is the first concern. Council discussed the Access additionally, and allowed Aaron Martel, Vice President of the Riverside Trailriders, to speak. He said that he understands that Council wishes residents to know.

Councilor Moore made a motion to postpone the vote to May 21st. There was no second, motion died.

Additional discussion included Chief McGee's confirmation that Main Street was not chosen for ATV access, and Councilor Larochelle urged the clubs to do the work and check with the neighborhoods. The Chair gave Jason Smith permission to speak. Mr. Smith said he felt the side streets are less of an issue than Main Street.

**VOTE (2024-083)** Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Amend Article IV. Recreation Activities on Public Ways, Division 1, Sec. 50-263 (c) Use and operation of Lisbon ATV access routes, Sec. 50-264. ATV access routes, Sec. 50-265. Signs.
**Roll Call Vote:**
**Yeas – Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.**
**Nays – Council Chair Moore.**
**Order Passed – Vote 6-1.**

Adopt Special Events Ordinance - Second Reading

Mr. Michalowski said we are seeing a lot more events and this will address traffic, health and safety. He said a working group was formed for policy and application needs in addition to the ordinance work. He said this will create a permit process, we have historically not had one, and will help the town recupe expenses.

**VOTE (2024-084)** Council Member Larochelle, seconded by Council Member Albert, moved to Adopt the new Special Events ordinance as presented.
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.**
**Nays – None.**
**Order Passed – Vote 7-0.**

Authorize Utilization of Unspent Funds for Appropriation of Funds towards Planning Director Position

Mr. Michalowski said the intent is to use money we have to make a transfer of $19,000.00 of unspent money, this will help fund the new position created for a Planning Director position. Councilor Larochelle said it is timely, and Councilor Albert added that we need to get funding in place.

**VOTE (2024-085)** Council Member Larochelle, seconded by Council Member Albert, moved to Authorize use of unspent funds for appropriation of funds to finance the new Planning Director Position.
**Order Passed – Vote 6-1.**

Authorize the Restoration of the Public Works Operations Manager position

In consideration of the evolving operational requirements of the Public Works Department, I propose the restoration of the Public Works Operations Manager position. This position, previously vacated around 2019 due to a retirement. The Public Works Operations Manager role will better reflect its responsibilities, and serve as a non-union supervisory position within the department. Responsibilities and duties associated with this role remain unchanged, aimed at overseeing various operational aspects including project management, personnel coordination, and departmental administration. This action carries no budgetary impact and is aimed at clarifying job descriptions and maintaining operational efficiency within the Public Works Department. There was no discussion.

**VOTE (2024-086)** Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to restore the Public Works Operations Manager position, with a title change reflecting its historical responsibilities. .
**Order Passed – Vote 7-0.**

Approve School Budget and School CIP Budget for 2024-25

Dr. Green provided updated subsidy report and warrant articles. He said the total increase to taxes will be $552,564.00, a 7.2% increase, and overall $845,677.00 to $713,769.00, about a 6% increase. He said the wrong numbers were used to calculate the 9.1% previously, the Finance Committee had used the wrong numbers.

The School Committee will vote on the budgets at a Special Meeting on Monday, May 6th. Information will be shared online and with the Council as soon as possible.

**VOTE (2024-087A)** Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve Article 1 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 1: To see what sum the Council will authorize the Lisbon School Department to appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (Recommend $16,519,388) and to see what sum the Council will raise as the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20- A, section 15688.
School Committee Recommends $ 4,784,053
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**
**Order Passed – Vote 6-1.**

**VOTE (2024-087B)** Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 2 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 2: To see what sum the Council will authorize the Lisbon School Department to raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.
Amount Recommended $ 421,264
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**
**Order Passed – Vote 6-1.**

**VOTE (2024-087C)** Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 3 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 3: Shall the Town of Lisbon raise and appropriate $3,056,111 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by an additional $367,831 as required to fund the budget recommended by the school committee. The school committee recommends $3,056,111 for additional local funds and gives the following reasons for exceeding the
State's Essential Programs and Services funding model by an additional $367,831.
School Committee Recommends $ 3,056,111
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**
**Order Passed – Vote 6-1.**

**VOTE (2024-087D)** Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 4 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 4: To see what sum the Council will authorize the Lisbon School Committee to expend for the fiscal year beginning July 1, 2022 and ending June 30, 2023 from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpected balances, tuition receipts, state subsidy and other receipts for the support of schools.
School Committee Recommends $ 20,576,393
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**
**Order Passed – Vote 6-1.**

**VOTE (2024-087E)** Council Member Larochelle, seconded by Council Member Keller, moved to Approve Article 5 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 5: To see if the Council will authorize the Lisbon School Department to appropriate $25,153 for Adult Education and raise $15,885 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.
School Committee Recommends: Yes
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**
**Order Passed – Vote 7-0.**

**VOTE (2024-087F)** Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 6 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 6: To see what sum the Council will authorize the Lisbon School Department to expend for Adult Education.
School Committee Recommends $ 28,653
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**
**Order Passed – Vote 7-0.**

**VOTE (2024-087G)** Council Member Larochelle, seconded by Council Member Albert, moved to Approve Article 7 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 7: In addition to amounts approved in the preceding articles, shall the Council authorize the School Committee to expend sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?
School Committee Recommends: Yes
**Roll Call Vote:**
**Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.**
**Nays – Council Member Albert.**

**Order Passed – Vote 7-0.**

## OTHER BUSINESS

Council Committee Reports:
Councilor Albert reported that the School Committee focused discussion on the School Budget.

School Committee – Councilor Albert

Planning Board –Councilor Larochelle
Councilor Larochelle said ordinance changes adn potential projects were discussed.

Lisbon Development Committee – Councilor Larochelle
No report.

Conservation Commission – Councilor Moore
No report.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller sid the summer reading program has started for both children and adults, and added that the Playhouse is open in the garden.

Water Commission – Councilor Robishaw
No report.

Finance Committee – Councilor Robishaw
No report.

Town Manager's Report
Mr. Michalowski reported on the following items:

- Hatch Road repairs: He spoke with residents there, is researching roads and agreements. A portion of the road is planned for 2025. There will be a future discussion regarding discontinuing roads.
- Public Safety Building Committee: Councilors Albert and Larochelle will be on the committee, and we are receiving applications from residents.

PD Budget Transfer Request
Mr. Michalowski explained that the Police Department would like to buy out the Harley Davidson for a long-term savings, reducing the 2025 budget by $5,000.00.

**VOTE (2024-087H)** Council Member Larochelle, seconded by Council Member Albert, moved to authorizet he Town Manager to work with the Finance Director to change the account type and make the transfer as presented by the Town Manager.
**Order Passed – Vote 7-0.**

Town Manager's FY25 Budget Update
Town Manager Glenn Michalowski presented the updated FY 2025 budget information to the Council.

Western Maine Transportation Yearly Update
Craig Zurhorst, Community Relations Manager for Western Maine Transportation, explained the new schedule and reported on the use of the Lisbon Connection. He said the Blue Line has started with 3

runs per day, they are combining and improving services due to budgeting. Lisbon residents can now use the bus to go to both Lewiston and Bath. Mr. Zurhorst offered to answer any questions from Council and the Town Manager. He assured Council that there will be surveys to check on how the ridership views the new services.

Finance Committee FY25 Budget Recommendations

Mr. Michalowski said the highlights of the committee's budget included a $5,000 cut from economic development, $1,000 for roof repairs, $185,498 should be from a grant, reduce Police Department budget by $200,017, and defer the revaluation for assessing. This means the rise in taxes would be 1/4 mill, with a $1,147,738 decrease.

Council Schedule Discussion for Remainder of Year

Council discussed the meeting schedule for the remainder of the year and decided on the following dates: June 18, July 16, August 20, September 17, October 1 & 15, November 19, December 3 & 17. There was general consensus that additional meetings may be added when necessary.

## APPOINTMENTS

None.

## COUNCIL COMMUNICATIONS

Councilor Larochelle asked about street Cleanup, Mr. Michalowski said it will be discussed at the Department Head meeting, the sweeper is fixed.

Councilor Albert reminded residents that the weather is nice, look twice for motorcycles to save a life.

Councilors Robishaw and Larochelle asked about looking at annual brush cleanup. Mr. Michalowski said he will look into it.

## AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Police Chief McGee announced Memorial Day is Monday and described the Parade route. He said it is a small but important parade.

## EXECUTIVE SESSION

Executive Session for Consultation with Legal Counsel Regarding Potential Litigation per 1 M.R.S.A. 405(6)(E)

**VOTE (2024-088)** Council Member Albert, seconded by Council Member Larochelle, moved to enter into Executive Session for Consultation with Legal Counsel Regarding Potential Litigation per 1 M.R.S.A. 405(6)(E) at 9:23 pm.

**Order Passed – Vote 7-0.**

## COUNCIL ORDER

Authorize Town Manager to Commence Land Use Enforcement Action

**VOTE (2024-088)** Council Member Albert, seconded by Council Member Larochelle, moved to Authorize the Town Manager to consult with legal counsel and take necessary land use enforcement action regarding the stop work order issued at 743 Lisbon St.

**Order Passed – Vote 6-1** (Larochelle)

## ADJOURNMENT

To Adjourn

Adjournment time was not noted. The meeting ended sometime after 9:30 pm, following the vote made after the Executive Session.

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Lisa M. Ward, Council Secretary

Date Approved:  August 20, 2024