Town Council
MEETING MINUTES
August 20, 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 7:00 PM.

ROLL CALL

Members present were Councilors Cain, Keller, Albert, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Sarah Bennett, Assistant Town Manager; Samantha Bryant, Finance Director; Nate LeClair, Fire Chief; Patrick Maloy, Public Works Director; Mark Stevens, Parks & Recreation Director; Len Lednum, School Committee Member; Margaret Galligan Schmoll, School Committee Chair; Dr. Rick Green, School Superintendent; and approximately 0 citizens in the audience.

EXECUTIVE SESSION

(2024-138) Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C)
VOTE (2024-138) Councilor Larochelle, seconded by Councilor Keller, moved to enter into Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C) at 7:00 pm.
Order Passed – Vote 7-0.

VOTE (2024-138A) Councilor Larochelle, seconded by Councilor Albert, moved to exit out of the Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C) at 7:31 pm.
Order Passed – Vote 7-0.

VOTE (2024-138B) Councilor Larochelle, seconded by Councilor Keller, moved to approve a Revolving Loan Fund application from Shawn Boulette.
Order Passed – Vote 7-0.

VOTE (2024-138C) Councilor Larochelle, seconded by Councilor Keller, moved to approve a Revolving Loan Fund application from Olive Pit Brewing Company. Councilor Cain abstained from the vote as owner of Olive Pit Brewing Company.
Order Passed – Vote 6-0-1.

UPDATE FROM THE SCHOOL SUPERINTENDENT

School Bond Presentation from the School Superintendent
Superintendent of Schools, Rick Green, presented information regarding the need for an addition to the Phillip W. Sugg Middle School. The superintendent stated that the additional construction would be necessary for the school to adapt to the town's current and future population growth. The superintendent continued, saying that the town's current fiscal budget could fund the new construction's initial estimate of 5.96 million dollars without creating a need to raise taxes. Additionally, the superintendent mentioned that additional funding sources could come from reallocating existing school funds and various state and federal government grants. The superintendent also mentioned that the project is estimated to last between 12 and 18 months.

Councilor Larochelle stated that he was concerned that the project may not be able to be funded

without raising local taxes and questioned whether the project should be promoted with the idea that additional taxes would not be necessary. Superintendent Green stated that the school funded previous renovations with the presented methods and referenced the budget research that was conducted for the proposal.

Councilor Albert wanted to know if the project could extend the lifetime use of the building, and Superintendent Green said that it would depend on the construction.

Councilor Robishaw wanted to know more about the language that would be used on the bond if the project were to be added to the November 2024 election ballot. Superintendent Green stated that the language would come from the school and the town's legal team.

Councilor Moore wanted to know when plans could be viewed, and Superintendent Green said that they would be available at upcoming school board meetings.

GOOD NEWS & RECOGNITION

PUBLIC HEARINGS

Food Truck Permit for Vy Banh Mi
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Public Hearing.

Food Truck Permit for Fishermen's Net
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Public Hearing.

Itinerant Vendor License for Homemade by Tina
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Public Hearing.

Itinerant Vendor License for Blessings Cookies
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

No comments from the audience.

CONSENT AGENDA

(2024-139) Consent Agenda Items
VOTE (2024-139) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve items 1 through 9 of the Consent Agenda as presented. Councilor Albert was not present for this vote.
Order Passed – Vote 6-0.

VOTE (2024-139A) Council Member Larochelle, seconded by Councilor Cain, moved to approve item 10 of the Consent Agenda, Municipal and School Warrants, as presented. Councilor Albert was not present for this vote.
Order Passed – Vote 6-0.

Approve Food Truck Permits for Vy Banh Mi and Fishermen's Net

Approve Itinerant Vendor Licenses for Homemade by Tina and for Blessings Cookies

Set Public Hearing for September 17, 2024 for a New Liquor Permit for Angelo's Pizza

Waive Special Event Fees for Holy Trinity Church's Peace Walk, scheduled for October 12, 2024

Set Public Hearing for September 17, 2024 for a Food Truck Permit for The Eighty8 Donut Cafe

Set Public Hearing for September 17, 2024 for a Food Truck Permit for Vintage Food and Beverage

Set Public Hearing for September 17, 2024 for a Food Truck Permit for Red Barn

Approve Foggia Lane

Set Election Timeline

Muncipal and School Warrants:
Municipal Accounts Payable: **$1,468,710.25**
Municipal Payroll: **$791,671.20**
School Accounts Payable: **$1,042,411.05**
School Payroll: **$1,502,595.27**

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2024-140) Award Contract Road Striping

Town Manager Glenn Michalowski stated that the only bid received by the town was from Lucas Striping for $28,111.76. The Town Manager also confirmed that the amount was within budget. Council discussed the lack of multiple bids, and Public Works Director Pat Maloy and the Town Manager confirmed that the bid amount was similar to the amount paid during the previous year.

VOTE (2024-140) Councilor Larochelle, seconded by Councilor Albert, moved to Award Road Striping Bid to Lucas Striping for the amount of $28,111.76.
Order Passed – Vote 7-0.

(2024-141) Authorization for Town Manager to Execute Memorandum of Agreement with Teamsters Local 340

Town Manager Glenn Michalowski stated that the recommendation in the Memorandum of Agreement (MOA) is to establish new job classifications within the Public Works department, specifically creating the positions of Automotive Foreman, Highway Foreman, and Building and Grounds Foreman. The Chief Mechanic position will be replaced with the Automotive Foreman position, and the former Mechanic position will be reclassified as Mechanic Helper, compensated at the previous Mechanic rate. This restructuring provides a more specialized operational structure, allowing the Public Works Director and Operations Manager to manage foremen in specialized divisions effectively. Additionally, the Building and Grounds Foreman position is being created as a placeholder with the intention to potentially add the position in the FY26 budget. This will not immediately impact the existing budget as it will be funded by reallocating funds from a vacant laborer position. Concurrently, efforts will be made to explore the potential for further centralizing this work by reaching out to the school and other departments, to achieve a more centralized approach to managing town-owned property and facilities planning.

Councilors Larochelle and Albert expressed support for the measure.

VOTE (2024-141) Council Member Larochelle, seconded by Council Member Cain, moved to Authorize the Town Manager to Execute an MOA with Teamsters Local 340 at the Public Works Department..
Order Passed – Vote 7-0.

(2024-142) LACO Lease Extension Request

Town Manager Glenn Michalowski stated that he met with the LACO executive board a couple of weeks prior, and that the executive board formally requested that the council consider a 3-year lease. The draft does not specify the total number of rooms occupied, utilities, or the lease duration. The town manager then clarified that he was seeking council authorization to negotiate the terms of the lease based on their direction.

Councilor Larochelle discussed the logistics of where LACO services could be placed within the town recreation center while not disturbing any of the recreation center's other functions and services.

Councilor Moore discussed the idea of a shorter lease term.

Council discussed the idea of using a facility other than the recreation center.

Councilor Lunt stated that LACO's services should a place at the recreation center because the center is for the community and because LACO is providing food security charity services to the community.

Parks and Recreation Director Mark Stevens discussed moving LACO's facilities into some of the Historic Society's space.

Town Manager Glenn Michalowski said he will negotiate a lease and present the results to the Council at the September 3, 2024 meeting.

Vote (2024-142) Councilor Larochelle withdrew his motion to authorize the Town Manager to negotiate a 3-year lease with the LACO executive board without objection.
Order Withdrawn

(2024-143) Amend the FY 25 Municipal Budget for Use of Fund Balance
Finance Director Samantha Bryant stated that when working on the budget for FY25, the goal was to have Town tax needs be equal to or less than FY24. The Finance Director set a target number of $15.9 million, as she thought that was our tax levy in FY24. She continued, stating that she did not realize that number already included Town reimbursements from the state for Business Equipment Tax Exemption (BETE) and Homestead programs. She then said that she effectively double counted the Town's Homestead and BETE reimbursements within the Town's real estate revenue, as shown in the agenda attachment. Continuing, she said that the amount of these actual reimbursements totaling $1,203,408.10 has two impacts on the Town.

The first impact that Finance Director Samantha Bryant mentioned is that it means that the town's unaudited revenues and expenses are not a net ~$2 million, but are closer to a net ~$800,000. She continued, saying that it means that when she thought her target for “real estate and personal property” for the FY25 budget was $15.9 million, it was actually closer to $14.8 million (overlay is the $300,000 difference from the provided figure and the $14.5 million in the agenda attachment's chart). She continued by saying that when she thought the town had kept taxes flat, the town would actually be increasing total taxes by $1.1 million.

The second impact that Finance Director Samantha Bryant mentioned is that, given the public discussion she and the Council had regarding the budget and her comments at the last Council meeting regarding excessive fund balance, she recommended the use of an additional $1.3 million in unassigned fund balance in accordance with Town Code Sec 86-1. She continued by commenting that if the Town were instead to add the unaudited net revenue gain from FY24 of $800k to the remaining audited FY23 unassigned fund balance, the Town would remain just above 12% of expenses remaining in fund balance. She then stated that this would also help end the cycle of the Town collecting excess revenue to be spent in following budget years. The Finance Director then stated that in testing these amounts with the Assessor, this change, combined with the Assessor's efforts with the Town's consultant to adjust the assessment cost schedules, will accomplish the stated goal of shifting the tax burden to commercial properties and away from residential properties after years of doing the opposite. In the Finance Director's assessment, most residential properties should see a lower tax bill (with the exception of those who were part of the state mandated, then repealed, FY24 tax freeze; and property owners who made additions that resulted in higher assessed value, i.e. adding a garage), while most commercial properties will see a higher tax bill in FY25, as previously discussed during the budget process.

Councilor Lunt requested a Roll Call Vote, and the remainder of Council concurred.

Roll Call Vote:
VOTE (2024-143) Council Member Larochelle, seconded by Council Member Cain, moved to amend the FY 25 Municipal Budget for Use of Fund Balance per the Finance Director's recommendation.
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.

(2024-144) Amend the FY 25 Municipal Budget to Offset Electric Costs with Excess Investment Income

Finance Director Samantha Bryant stated that Constellation Energy is raising its electricity supply rate from 5.85 cents per kilowatt-hour to 9.98 cents per kilowatt-hour. The finance director continued, saying that even though the Town's expected electricity cost in FY24-25 should be lower than the amount requested, she recommended adding an over-estimated amount of $50,000 to the General Fund to offset the new electricity supply rate. The Finance Director then stated that to accommodate these new energy expenses in the General Fund, she recommended increasing the Town's proposed investment revenue for FY25. The Finance Director stated that she had previously budgeted a conservative $250,000 when the Town made more than $388,000 of this revenue in FY24. She continued, saying that while the Town will likely make less in FY25 due to a reduction of total cash and a reduction in the rates from the Federal Reserve, she does feel confident that the Town can increase this amount to $305k to cover these expenses in the General Fund.

Additionally, the Finance Director stated that for the Sewer Fund portion of new expenses based on energy rate increases, she recommended the use of $82,000 in fund balance to offset the expense, as there are no other revenues or expenses that can be adjusted accordingly.

VOTE (2024-144) Council Member Larochelle, seconded by Council Member Keller, moved to Amend the FY 25 Municipal Budget to Offset Electric Costs with Excess Investment Income per the Finance Director's recommendation.
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.

(2024-145) Approve Town Safety Policies

Assistant Town Manager Sarah Bennet stated that she had been working with members of the Town's Safety Committee to create workplace safety and incident reporting documents and increase the Town's Workers' Compensation savings. The Assistant Town Manager then said that with an annual Workers' Compensation savings of 5%, the town currently meets a savings level of tier 1 out of a potential 3 tiers of savings. The Assistant Town Manager continued, stating that by approving the Safety Policies presented, the town could save an additional 2.5% to 5% on Workers' Compensation (7.5% to 10% savings, respectively - if approved by the Workers' Compensation Safety Incentive Plan (WCSIP)) and reach a higher savings tier. The Assistant Town Manager continued by saying that the policies were prepared using the Maine Municipal Association's WCSIP pre-approved policy templates, and that the policies must be submitted to the WCSIP program before 9/1/24.

VOTE (2024-145) Council Member Larochelle, seconded by Council Member Albert, moved to

Approve the Town Safety Policies prepared by the Assistant Town Manager and the Safety Committee as presented.
Order Passed – Vote 7-0.

(2024-146) Approve Town Council Minutes
VOTE (2024-146) Council Member Larochelle, seconded by Council Member Cain, moved to approve the 2024 Council Minutes for January 2, January 23, February 6, February 20, March 5, March 19, April 2, April 16, April 30, May 7, May 21, and July 16 as presented.
Order Passed – Vote 7-0.

OTHER BUSINESS

Council Committee Reports:

School Committee
Councilor Albert reported that the School Committee's discussion was primarily focused on the middle school's upcoming expansion plans.

Planning Board
Councilor Larochelle asked Planning Board Vice Chair Nick Craig to present the report. Planning Board Vice Chair Nick Craig stated that the Planning Board is currently discussing village zoning and is planning additional meetings to discuss road ordinances with the goal of keeping up with town growth and encouraging business development.

Lisbon Development Committee
Councilor Fern Larochelle said that the Lisbon Development Committee discussed tree harvesting in some of the local parks. Councilor Larochelle additionally stated that the Conservation Committee agreed with the idea of tree harvesting, and that much of the two groups' discussion centered around the logistics of what organizations could remove the trees. Councilor Larochelle also said that the groups discussed the need to test the Pinewoods park area for potential contamination from the nearby Pinewoods landfill site.

Conservation Commission
Parks and Recreation Director Mark Stevens spoke on behalf of the council. The Parks and Recreation Director explained that any potential tree removal from Beaver Park would need to be approached differently because Beaver Park is recognized by the state as an official tree farm. The Parks and Recreation Director continued, saying that the forestry plan for Beaver Park is nearly complete, as the Conservation Commission is currently working in the stages of selecting a harvester for the park.

Parks & Recreation Committee
Parks and Recreation Director Mark Stevens spoke on behalf of the council, and stated that the meeting was delayed to September 9, 2024.

County Budget Committee
Councilor Harry Moore stated that he had been working with the County Budget Committee Chair on the matter of Lisbon's area representatives from Sabattus and Wales not attending County Budget Committee Meetings. Councilor Moore continued, saying that the representatives had been removed, and that Lisbon now had the option of selecting replacement County Budget Committee members, with one member being a citizen while the other member could be an elected official. Assistant Town Manager Sarah Bennett then spoke, stating that the advertising she started for the open positions prompted at least two citizens to apply to the county.

Library Board
Councilor Jo-Jean Keller started by announcing that Inter-Library loan services will be resuming on September 3, 2024. Councilor Keller continued, stating that while attendance and requests for creative programming was decreasing, requests for checking out DVDs were increasing. Councilor

Keller also said that repairs to the Children's Reading Room would be delayed due to higher than expected costs.

Water Commission

Councilor Raymond Robishaw declined to provide a report.

Finance Committee

Councilor Robishaw stated that the Finance Committee was looking to add another member.

Town Manager's Report

Town Manager Glenn Michalowski started by announcing that Town Office will be hosting an Open House event on October 8 from 3:00 PM to 7:00 PM in hopes of allowing newer residents to learn about what services the Town Office offers while getting to meet with department heads and other community partners. The Town Manager continued, saying that he and Assistant Town Manager Sarah Bennett were unavailable the previous week because both of them were attending a management conference for professional development hosted by the Maine Town and City Managers' Association. Town Manager Glenn Michalowski then stated that the Town of Lisbon is in the process of updating the town website, and that Lisbon's new website will likely look similar to the layout used by the Town of Wells. The Town Manager also specified that the new system would allow website visitors to search for municipal code, agendas, minutes, and more from the same search bar.

Summer Intern Project Report

Town Manager Glenn Michalowski stated that Summer Intern Oscar Herrera was unavailable due to being on vacation. The Town Manager continued, stating that the internship program was funded through various grants. The Town Manager also expressed the town's thanks to Oscar Herrera for his help over the summer. Councilor Fern Larochelle asked if internship programs could be extended to other town departments, and the Town Manager offered to find out what options could be available.

Election Update

In reference to the upcoming November 5, 2024 election, Town Clerk Lisa Ward announced the availability of Nomination Papers for the positions of Town Council Member and Water Commissioner, the upcoming availability of absentee ballots on October 4, the need for additional election workers, and provided a tentative timeline for the School Referendum and Municipal Election.

Update of the Public Works Building - Mold Remediation and Long-Range Planning for Space

Public Works Director Pat Maloy explained the issues, measures taken, and future repair plans developed to address mold issues in the director's office, break room, and foreman's office locations of the Public Works building.

Councilor Larochelle asked about measures being taken to protect the building from mold development after heavy rainstorms, and the Public Works Director provided additional details.

Winter Snow Clearing of Lisbon Trail Network

Councilor Moore stated that he thought the Lisbon Trail Network could get more use during the winter if the trail network were better maintained. Councilor Moore also clarified that he thought the path was originally developed primarily for pedestrian traffic, and should not be available for use by any type of motorized vehicle, specifically snowmobiles.

Councilor Moore and Councilor Albert then discussed trail locations where snowmobiles could be used while avoiding pedestrians.

Town Manager Glenn Michalowski then cited the town's original application to develop the trail

network, showing that the original language did not include provisions intended to allow for the use of snowmobiles. Assistant Town Manager Sarah Bennett then referenced additional documentation from the trail's original development to show that the trail was initially developed for outdoor exercise purposes, specifically referencing walking and bicycling.

The Council then discussed the cost and liability that could be associated with maintaining the trail for outdoor exercise during the winter.

Public Works Director Pat Maloy then provided additional information on how the trail could be maintained through contracts with maintenance companies or by the town with currently owned equipment to keep the trails open for outdoor activities, such as cross country skiing. Public Works Director Pat Maloy continued speaking about the logistics of maintaining the trails in a discussion with the Council.

Parks and Recreation Director Mark Stevens then spoke, saying that the Town of Brunswick is able to maintain their trails in the winter. The Parks and Recreation Director also noted that Brunswick may have less difficulty with winter trail maintenance than Lisbon, as the trails in Brunswick are flatter and feature fewer locations with shade than Lisbon's trails.

The Town Council then accepted Town Manager Glenn Michalowski's offer to work on updating the Town's ordinance to address the requested changes.

APPOINTMENTS

(2024-147) Appointment of Don Fellows to the Assessment Review Board
VOTE (2024-147) Councilor Larochelle, seconded by Council Member Keller, moved to Appoint Donald Fellows to the Board of Assessment Review.

Order Passed – Vote 7-0.

(2024-148) Appointment of Mary Slattery to the Library Board
VOTE (2024-148) Council Chair Larochelle, seconded by Council Member Keller, moved to Appoint Mary Slattery to the Library Board.
Order – Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Keller provided an update on the Historical Society, stating that town staff are continuing to develop the operational functions and policies necessary to prepare the Society for new volunteers.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

No participation

ADJOURNMENT

To Adjourn
VOTE Council Chair Larochelle, seconded by Council Member Lunt, moved to adjourn at 10:19 pm.

Order Passed – Vote 7-0.

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Rebecca Taylor-Chase, Council Secretary

Date Approved: