Town Council
MEETING MINUTES
November 19, 2024
LISBON TOWN OFFICE
6:30 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

Council Chair, Harry Moore, called the meeting to order at 6:30 pm and led the Pledge of Allegiance to the Flag.

ROLL CALL

Members present were Councilors Moore, Robishaw, Lunt, Albert, Keller, Cain and Larochelle. Also present was Glenn Michalowski, Town Manager, Becky Taylor-Chase, Town Clerk, Don Fellows, Water Commissioner, Pat Maloy, Public Works Director, Craig Bouchard, Fire Chief, Ross Cunningham, Economic & Community Development Director and several residents.

EXECUTIVE SESSION

(Orders 2024-175 and 176) Counci Member Larochelle motioned to enter into the Executive Session per 1 M.R.S.A 405(6)(C) for Economic Development and Revolving Loan Application. Council Member Robishaw seconded the motion.
Discussion: None
Vote: Yes 7; No 0
Council Member Albert motioned to exit the Executive Session at 7:01 pm. Council Member LaRochelle seconded the motion.
Discussion: None
Vote: Yes 7; No 0
Council Member Cain motioned to enter into a loan agreement with Anchor Cove, LLC for $150,000 for 10 years at 6%. Council Member LaRochelle seconded the motion.
Discussion: None
Vote: Yes 7; No 0
Council Member Keller took a moment to read the names of the victims from the 2023 Lewiston shooting in remembrance.

Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C)

Executive Session to approve a Revolving Loan Application per 1 M.R.S.A. § 405(6)(C)

GOOD NEWS & RECOGNITION

The Town Manager took a moment to introduce both the Town Clerk and the Fire Chief, who had recently joined the town. Each took a minute to introduce themselves.
Councilor Albert took a minute to thank the staff for their hard work throughout the election. He also thanked Sue Clemens-Dallaire.

PUBLIC HEARINGS

Ordinance to Create a Department of Emergency Medical Services
Councilor Moore opened the public hearing at 7:07 pm. There were no comments or questions and the hearing was closed at 7:07 pm.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None

CONSENT AGENDA

VOTE (2024-177) Council Member Lunt, seconded by Council Member Robishaw, moved to accept

the Consent Agenda as presented.
Order Passed – Vote 6-0 Abstain 1

Consent Agenda Items

Approval of Municipal Accounts Payable of $555,529.75, Municipal Payroll of $471,361.82, School Accounts Payable of $548,161.47, and School Payroll of $1,304,424.39

Annual Renewal of Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees

Adopt The 2025 Policy on Treasurer's Disbursement Warrants for School Employees

Confirmation of Appointment – Fire Chief Craig Bouchard

Confirmation of Appointment – Town Clerk Rebecca Taylor-Chase

Approve the November 5, 2024 Municipal Election Results

Confirmation of Appointment - Interim Tax Collector, Samantha Bryant

Set a Public Hearing for December 3, 2024 for a Medical Marijuana Retail Store License for East Coast Cure

Set a Public Hearing for December 3, 2024 for a Medical Marijuana Retail Store License and a Victualer's License for 207 Edibles

Set a Public Hearing for December 3, 2024 for an Adult Use Marijuana Manufacturing License for River Driver

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve the contract award for one plow truck to Freightliner of Maine in the amount of $117,624, as outlined in the FY25 Approved Capital Budget.

VOTE (2024-178) Council Member Larochelle, seconded by Councilor Member Robishaw, moved to Approve the contract award for one plow truck to Freightliner of Maine in the amount of $117,624, as outlined in the FY25 Approved Capital Budget.

Order Passed– Vote 7-0.

The Town Manager read the memo: **Summary:** We are requesting council authorization to award the contract for RFP 2024-008 for the purchase of a Freightliner plow truck, initially approved as a wheeler in the FY25 capital budget but later revised to a single-axle model. This vehicle replaces the current truck 223, an International model that has persistent operational issues, especially problematic during snowstorms. Efforts to procure this truck through state contracts or co-ops earlier this year were unsuccessful, leading us to issue an RFP. One responsive bidder has been identified, capable of delivering the vehicle within the next 12 months.

The Public Works Director is available to answer any questions. The approved budget for this purchase is $224,000, with the contract award amount set at $117,624, leaving a balance of $106,376 for equipment unfitting after we receive delivery of the vehicle.

Recommendation

Approve the contract award for one plow truck to Freightliner of Maine in the amount of $117,624, as outlined in the FY25 Approved Capital Budget.

Councilor Larochelle asked if this was a second wheeler and did it have stainless steel bodies. He commented that we may want to consider lighter equipment requiring fewer certifications/licenses.

Councilor Robishaw asked what the savings is to the taxpayer. The Public Works Director stated approximately $10,000.
Councilor Moore asked what the delivery time frame will be? Expected delivery is February 2025.
Councilor Albert asked if the wheeler is in service. The answer was no.

Approve the contract award for two 3/4 trucks to O'Connor GMC in the amount of $115,052, as outlined in the FY25 Approved Capital Budget.

VOTE (2024-179) Council Member Larochelle, seconded by Council Member Lunt, moved to Award the contract for RFP 2024-007 to O'Connor GMC as presented, at a total cost of $115,052 for two 3/4-ton pickup trucks equipped with V-plows.

Order Passed – Vote 7-0.

The Town Manager read the memo: **Summary:** The Town of Lisbon solicited bids for two 3/4-ton pickup trucks with V-plows under RFP 2024-007. This RFP was reissued after only receiving a single responsive bid in the initial round. In response to the re-bid, we received submissions from four qualified bidders. After reviewing the proposals, we recommend awarding the contract to O'Connor GMC, the lowest bidder, at a total cost of $115,052. This purchase aligns with our vehicle replacement plan and ensures the town has adequate equipment for winter maintenance.

Recommendation:

Award the contract for RFP 2024-007 to O'Connor GMC as presented, at a total cost of $115,052 for two 3/4-ton pickup trucks equipped with V-plows

The Public Works Director commented that one truck is for the Parks and Recreation Department and one truck is for Public Works. Two trucks are going offline.

Waiver of Dec 2024 Foreclosure for Liens Maturing from June 2023 Sewer Fees and/or Taxes

VOTE (2024-180) Council Member Larochelle, seconded by Council Member Albert, moved to waiver the Dec 2024 Foreclosure of Liens Maturing from June 2023 Sewer Fees and/or Taxes.

Order Passed – Vote 7-0.

The Town Manager read from the memo: I am currently working through the process of sending out notices for foreclosures for sewer and taxes. As usual, once that is complete a list of foreclosed properties will be provided to Council for review and recommendations for disposal per Town Code.I would like Council to consider waiving foreclosure of the following properties to avoid acquiring property that may be burdensome, for example run-down, dilapidated or a toxic waste site. This helps the Town avoid liability as the owner of such properties. Per state law, automatic foreclosure can be waived by a vote of the municipality's legislative body, giving the Treasurer the authority to record a waiver of foreclosure in the Registry of Deeds (36 MRS section 944). He commented that most of the properties are either environmental or mobile homes.

Second Reading of Ordinance to Create a Department of Emergency Medical Services

Vote (2024-181) Council Member Larochelle, seconded by Council Member Cain, moved the Second Reading of the Ordinance to Create a Department of Emergency Medical Services.

Order Failed – Vote 0-7. Roll Call Vote:

Yeas – None.

Nays – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.

Order Failed – Vote 0-7.

The Town Manager read the memo: **Summary:** Following the ordinance introduction to establish a town-run EMS department, staff were tasked with developing a preliminary budget estimate for municipal EMS operations. We are still awaiting a response from our Worker's Comp Carrier to refine premium costs, but a rough approximation gives us a range between a slight savings to a slight increase on operating costs, pending negotiations and Lisbon Emergency's board approval.
Lisbon EMS has cross-referenced budget figures and awaits a requote on workers' compensation, as current payroll estimates were slightly below projections. Adjustments are not expected to significantly impact the budget. Currently, the projected budget stands at $208,740 for Bowdoin and

$626,221 for Lisbon for FY25/26. Upon ordinance approval, staff will initiate negotiations to unwind the corporation, contingent on the Lisbon Emergency board's decision to proceed with the merger. These projections assume status quo operations and honoring the existing agreements with Bowdoin and Bowdoinham under the current cost sharing formula.

Recommendation

I recommend postponing action on the ordinance until the next meeting to provide the incoming Fire Chief an opportunity to meet with Lisbon EMS and allow staff to reassess the structure of EMS operations. This will facilitate a comprehensive evaluation of the advantages and disadvantages of integrating EMS as a division within the Fire Department under a Division Chief, compared to establishing a standalone department.

Order to Approve $5,000 Disbursement from the Outdoor Recreation Reserve Fund to the Pejebscot Sno-Chiefs for Trail Maintenance

VOTE (2024-182) Council Member Larochelle, seconded by Council Member Robishaw, moved to Approve $5,000 Disbursement from the Outdoor Recreation Reserve Fund to the Pejebscot Sno-Chiefs for Trail Maintenance.

Order Passed– Vote 7-0.

The Town Manager read the memo: **Summary:** A few weeks ago, Pejebscot SnoChiefs submitted a formal request to the Town Manager for a $5,000 disbursement from the Outdoor Recreation Reserve Fund, which currently has a balance of approximately $8,000. This fund is supported by revenue generated from ATV and snowmobile maintenance, and historically, the town has granted similar requests. Pejebscot SnoChiefs are here tonight to present their request and seek authorization from the Town Council. Given the absence of clear policy guidance on fund disbursements from this account, I ask the
Council to consider establishing criteria on eligibility for requests and whether town departments might also utilize the fund for similar needs. From a management standpoint, my only recommendation is that we avoid disbursing funds directly to individuals. Instead, we should receive a detailed quote or invoice, make purchases directly from vendors, and then transfer the items to the clubs.

Steve Curtis and Tim Nelson of the Pejepscot Sno-Chiefs were in attendance. Mr. Curtis stated they were looking to purchase a side-by-side to help with trail maintenance. Mr. Nelson stated currently only 4 people are doing maintenance, and it's challenging to get the work done.
Councilor Larochelle asked if this machine will have tracks? The answer was yes. Councilor Albert asked how the account was seeded. The answer was through ATV and Snowmobile registrations. Expenditures historically have come before the council. Mr. Curtis stated this began in 1977. Councilor Albert felt it was a good idea to establish a procedure. The Town Manager stated it can become part of the budget process with a 5-year plan for expenditures. Councilor Moore agrees that there should be a policy. Councilor Larachelle asked if the ATV clubs have access to these funds. Mr Curtis stated no, the money comes from snowmobile registrations as far as he knows. The Town Manager stated the money comes from revenue sharing. Mr. Curtis stated he would get a bill of sale from the seller to submit to the town. Councilor Albert also commented that if the club disbands, they work out an agreement on how equipment is disbursed.

Order to Approve Reimbursement to Riverside Trailriders for Waiver of Disposal Fees

VOTE (2024-183) Council Member Albert, seconded by Council Member Robishaw, moved to Reimbursement to Riverside Trailriders for Waiver of Disposal Fees

Order Passed – Vote 7-0.

The Town Manager read the memo: Riverside Trailriders has requested a waiver of disposal fees for pressure-treated timber left over from bridge repairs and maintenance. The existing ordinance does not allow staff or the Town Manager authority to waive fees, so Riverside Trailriders is requesting the Council's approval towaive and reimburse these disposal fees for timber to be taken to the transfer

station.
Councilor Larochelle asked where the money comes from. The answer is the same account funded by ATV and Snowmobile registrations. The Public Works Director commented that the lumber was disposed of last Saturday and the cost was $180.

OTHER BUSINESS

Council Committee Reports:

School Committee
Councilor Albert reported the hazing report had come out and the school and department heads are working together to address it. This is an ongoing piece. The cross-country team had a nice showing at the state level, congratulations and good job.

Planning Board
Councilor Albert stated there will be some ordinances coming before the council soon regarding roads and buildings.

Lisbon Development Committee
Ross Cunningham, Economic Development, working on some projects that will be coming before the council in January. They are postponing the parking lot improvement project until the spring. The next meeting is in December, but it may change. And there is one new member and possibly two others joining.

Conservation Commission
Nothing new to report.

Parks & Recreation Committee
Nothing new to report.

County Budget Committee
Councilor Albert reported there will be an 11.5% increase. It was commented that council and residents can attend the budget process and Lisbon should have representation there.

Library Governing Board
Councilor Keller reported the library has gone to the 4-day work week and that has enabled them to add in a couple of extra Saturday hours. This started on November 4th. Circulation is up. There is collaboration between the library and art collecting and invitations for high school students to study there.

Water Commission
Councilor Robishaw stated the report is complete and summary is a check valve was leaking slightly due to the hardness of the water. With more training, it might have been caught sooner. They did a good job working with Lisbon Water. A preventative plan is being worked on and will include adding some flush lines and other measures. The report does not blame any individual. It does suggest more training.

Finance Committee
Councilor Robishaw stated the committee is still working on the chapter 86 rewrite. They discussed the transfer station committee and had some ideas. The FY24 audit update was discussed. The next meeting is November 25th.

Town Manager's Report
The Town Manager stated he was appointed to the Seniors Plus Advisory Committee and is looking forward to attending those meetings. The Lisbon Empowerment and Achievement Program (LEAP) was launched. Mailers went to every resident in Lisbon. This is a grant-funded program. The program is a series of free classes being held at the MTM Center from 6-7:30 pm. It will feature experts on specific topics, a raffle for gift cards and anyone attending will be eligible for a $500 grand

prize. Sessions will include financial literacy, understanding retirement plans, starting a small business, personal taxes, planning a budget, home buying, adult education, health care plans, personal resiliency, resume writing and interview skills, financial planning for college and avoiding consumer scams. The first session is for financial literacy on the 21st. Information on how to sign up is on the Town's website.
Lisbon PD wanted to report on their substance abuse disorder program. This program will help students make informed decisions regarding their health and substance use. It is grant funded and focuses on the risks of alcohol, tobacco and drugs and addresses coping skills, peer pressure and decision-making strategies.

APPOINTMENTS

Appoint Camdan Poisson to the Lisbon Development Committee
VOTE (2024-184) Council Member Larochelle, seconded by Council Member Keller, moved to Appoint Camdan Poisson to the Lisbon Development Committee.
Order Passed – Vote 7-0.
Councilor Larochelle stated he is a local business owner and real estate agent. Mr. Poisson took a moment to introduce himself.

COUNCIL COMMUNICATIONS

Councilor Larochelle thanked Councilors Moore, Robishaw and Cain for their work on the council. Councilor Lunt commented he had enjoyed working with the council. Councilor Moore made note of 4 young men in the audience and invited them to speak. As part of a class assignment, their history teacher assigned them to attend a town meeting, and then write a summary.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Charlie Turgeon, recently appointed to the finance committee. Appreciates seeing the younger folks in the audience and would like to see more people get involved. He gave a summary of his experience and offered his service and help.
Don Fellows thanked those departing the council and wished them well.

Executive Session

Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)
VOTE (2024-185) Council Member Larochelle, seconded by Councilor Robishaw, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A).
Order Passed – Vote 7-0.
Vote to Exit the Executive Session Council Member Larochelle, seconded by Councilor Lunt, moved to exit the Executive Session.
Order Passed - Vote 7-0.

ADJOURNMENT

Councilor Larochelle, seconded by Councilor Robishaw motioned to adjourn the meeting.
Order Passed, Vote 7-0.
The meeting adjourned at 8:46 pm.

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Rebecca Taylor-Chase, Town Clerk

Date Approved: