Town Council
MEETING MINUTES
June 18, 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 7:04PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Pat Maloy, Public Works Director; Steve Aievoli, Sewer Department Superintendent; Samantha Bryant, Finance Director; Sarah Bennett, Assistant Town Manager; Kate Madore, Assistant Parks & Recreation Director; Heidi Hayden, Assistant Library Director; Don Fellows, Finance Committee member; Lisa Ward, Town Clerk; members and Board of the Historical Society; and approximately 12 citizens in the audience.

EXECUTIVE SESSION

Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations

VOTE (2024-104) Council Member Albert, seconded by Council Member Keller, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations.
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Introduction to Town Intern

Ross Cunningham, Economic & Community Development Director, introduced Oscar Herrera to the Council as the Town's new summer intern. He said Oscar is a student at Brown University and is from Brunswick, he will be working with several town departments over the summer. Mr. Herrera thanked the Council for the opportunity.

Presentation of Spirit of America Award

Councilor Moore presented the Spirit of America Award to the Lisbon Historical Society in recognition of the years they dedicated to preserving the town's history.

Proclamation in Recognition of the Lisbon Historical Society

Lisa Ward recognized the Lisbon Historical Society's Retiring Members of Alfred L. Smith – President, Earl J Williams, Jr. – Vice President, Dorothy J Smith – Secretary, Treasurer, Archivist, Elizabeth Gamache – Assistant Secretary and Treasurer, Merton E. Ricker – Public Outreach, William Cizmar – Volunteer, Charles E Hall – Volunteer, and previous members before reading a Town Council Proclamation which thanked the Society for their work in preserving Lisbon's History.

Dedication of new Flag Pole

Kate Madore thanked the Lisbon Historical Society for what they taught her, and revealed the new Flag Pole plaque to Dorothy and Alfred Smith. She said that the new flag pole and its plaque will be installed at Ridge School in Lisbon. She also stated that the flag pole was dedicated to Dorothy and Alfred Smith in recognition of their efforts to preserve the historic one-room schoolhouse since the 1970s.

PUBLIC HEARINGS

Municipal Budget & Municipal CIP Budget Hearings

The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Food Truck Permit for Jeff's Jamaican Cuisine

The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Food Truck Permit for Sum'Battus BBQ

The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

VOTE (2024-105) Council Member Cain, seconded by Vice Chair Robishaw, moved to accept the consent agenda as presented.
Order – Vote 6-0.

Approve Food Truck Permits for Jeff's Jamaican Cuisine and Sum'Battus BBQ

Set Public Hearing for July 16, 2024 for Itinerant Vendor Licenses for Southwestern Advantage and Renewal by Andersen of Greater Maine

Set Public Hearing for July 16, 2024 for a Food Truck Permit for The Ugly Dumpling

Approve Election Results

Authorize the Town Manager to sign a Quit Claim Deed

Approve Auction of Town-Owned Items

Approve the Creation of a Special Reserve Account for Lisbon Historical Society Funds

Set a Public Hearing for July 16, 2024 for Enactment of the General Assistance Ordinance and its Appendices

Municipal Accounts Payable Warrants - $ 597,511.91

Municipal Payroll Warrants - $ 442,714.72

School Accounts Payable - $ 404,948.18

School Payroll Warrant - $ 1,020,076.03

Approve Catering Permit for Sliders Restaurant, LLC

Approve Liquor License Renewal for Flux Restaurant

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve Municipal Budget & Municipal CIP Budget for Fiscal Year 2025

Town Manager Glenn Michalowski discussed updates that were made to the budget since the previous Town Council meeting and stated the town staff worked to create a flat expense budget. Councilor Robishaw thanked the Town staff for their work. Councilor Lunt asked about the status of the audit. Finance Director Samantha Bryant stated that the Auditor was taking longer than expected, that timely audits would be prioritized for next year, and that the town will have conversations with the auditor to avoid bank reconciliation issues with next year's budget.

VOTE (2024-106) Council Member Albert, seconded by Council Member Cain, moved to Adopt the Municipal Budget & Municipal CIP Budget for Fiscal Year 2025 as presented.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert.

Nays – None.
Order Passed – Vote 6-0.

Approve Finance Committee Request to Create Ad Hoc Committee

Finance Director Samantha Bryant stated that the committee's initial objective is to study the Transfer Station with year-round input from community members, and noted the value of additional expertise. Councilors Robishaw and Albert led a discussion on the value that the committee could add through research, informing taxation policies, and public outreach in regard to changes in tax policies.

VOTE (2024-107) Council Member Albert, seconded by Council Member Lunt, moved to Approve the Finance Committee Request to Create an Ad Hoc Committee to Study the Transfer Station.
Order Passed – Vote 6-0.

Approve Sludge Disposal Agreement

Sewer Superintendent Steve Aievoli presented findings based on the town's requirements and changing state laws. Council discussed what could be done to comply with the changes and ways to reduce costs.

VOTE (2024-108) Council Member Albert, seconded by Council Member Lunt, moved to Approve the Sludge Disposal Agreement with Casella.
Order Passed– Vote 6-0.

Approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit

Discussion moved to a second executive session.
VOTE (2024-109) Council Member Keller, seconded by Council Member Cain, voted to approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit after a second executive session.
Order Passed– Vote 6-0.

Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District *Second Reading*

The Town Manager stated that there were no changes to the ordinance amendment since the previous meeting. The Town Manager additionally said that the ordinance is designed to open more rural lands to residential buildings. Councilor Moore asked Planning Board Member Pat Maloy to confirm that no changes were made for the second reading, and Mr. Maloy confirmed that there were no changes.

VOTE (2024-110) Council Member Albert, seconded by Council Member Keller, moved to Adopt Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 6-0.

Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals *First Reading*

VOTE (2024-111) Council Member Albert, seconded by Council Member Keller, moved to Adopt Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals and set Public Hearing for July 16, 2024..
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert. Nays – None.
Order Passed – Vote 6-0.

Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 *First Reading*
The Town Manager, per his memo, explained that the Ordinance change came to Council after deliberation and approval at the Planning Board level. The Town Manager summarized the ordinance, stating that the measure creates additional design and siting standards for manufactured homes on individual lots. No additional discussion from Council.

VOTE (2024-112) Vice Chair Robishaw, seconded by Council Member Cain, moved to Adopt Chapter 70 Proposed Ordinance Changes per LD337 and set Public Hearing for July 16, 2024.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee
Councilor Albert stated that he had nothing new to report

Planning Board
Councilor Larochelle was absent

Lisbon Development Committee
Councilor Larochelle was absent

Conservation Commission
Councilor Moore detailed a memo from the Commission's previous meeting, where they discussed the return of local wildlife and upcoming measures.

Parks & Recreation Committee
Councilor Moore detailed a memo from the Committee's previous meeting, where they discussed recent and upcoming events, businesses, and programs.

County Budget Committee
Councilor Moore stated that he was unable to attend

Library Governing Board
Councilor Keller, discussed how the inter-library loan program was temporarily unavailable, how the library was encouraging residents to add new books to the collection while the inter-library loan program is unavailable, and the summer reading program.

Water Commission
Councilor Robishaw discussed the installation of the memorial plaque for Bill Bauer, lead and copper testing, new residential developments, and water department management updates.

Finance Committee
Councilor Robishaw stated that he had nothing new to report.

Town Manager's Report
The Town Manager started by announcing that the town was recognized nationally as a recipient of an economic development grant. He also provided updates on the town's emergency management and public safety developments.

ATV Enforcement Grant
Police Cheif Ryan McGee discussed how grant money will be used to help town police enforce the new ATV ordinance.

VOTE (2024-117) Council Member Albert, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to apply for the Law Enforcement ATV Enforcement Grant through the Maine Department of Inland Fisheries and Wildlife.
Order Passed– Vote 6-0.

APPOINTMENTS

Confirm Appointment of Pat Maloy to Public Works Director
Pat Maloy introduced himself as a life-long resident of Lisbon, and talked about how he is excited for the opportunity to work for the town.

VOTE (2024-113) Council Member Albert, seconded by Council Member Lunt, moved to Appoint Pat Maloy as Public Works Director.
Order Passed – Vote 6-0.

Confirm Appointment of Liza Kimball to the Planning Board as an Associate Member
Liz Kimball introduced herself to the council as a new resident of the town with a background in civil engineering. She talked about how she is pleased for the opportunity to work with the town.

VOTE (2024-114) Council Member Albert, seconded by Vice Chair Robishaw, moved to Appoint Liza Kimball to the Planning Board as an Associate Member.
Order Passed– Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Robishaw discussed the success of the Blues Festival. Councilor Keller provided several announcements in regard to the town's 225th birthday celebration.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

No comments

ADJOURNMENT

To Adjourn
VOTE (2024-115) Council Member Albert, seconded by Vice Chair Robishaw, moved to adjourn.
Order Passed– Vote 6-0.



Lisa M. Ward, Council Secretary

Date Approved: July 16, 2024