Town Council
MEETING MINUTES
January 23, 2024
LISBON TOWN OFFICE
6:30 PM - COUNCIL MEETING--
Postponed from 1/16/2024 due to snow

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
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 6:30 PM.

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; and approximately 6 citizens in the audience.

EXECUTIVE SESSION

Economic Development per 1 MRSA Sec 405 (6)(C) Main Street Grant Application Review

VOTE (2024-012) Council Member Cain, seconded by Vice Chair Robishaw, moved to enter into Executive Session for Economic Development per 1 MRSA Sec 405 (6)(C) for the Main Street Grant Application Review.

Order Passed – Vote 6-0.

Labor Negotiations between The Town of Lisbon and Fraternal Order of Police per 1 MRSA Sec 405 (6)(D)

VOTE (2024-013) Vice Chair Robishaw, seconded by Council Member Larochelle, moved to enter into Executive Session for Labor Negotiations between The Town of Lisbon and Fraternal Order of Police per 1 MRSA Sec 405 (6)(D).

Order Passed – Vote 6-0.

VOTE (2024-013B) Council Member Larochelle, seconded by Council Member Robishaw, moved to exit Executive Session adn return to the regular meeting.

Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

The Clerk read the Thank You card from the Police Department to the Town expressing gratitude for support during and following the tragedy of October 25, 2023.
In the face of adversity

PUBLIC HEARINGS

Victualer's License for Angelo's Pizza

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

Special Entertainment, Liquor & Victualer's Licenses for Lotta Moxie DBA Frank's Pub

Camdan Poisson of 41 Huston Street introduced himself, he said that he and his fiancee have purchased Frank's Pub. Councilor Robishaw said it's good to see local people in business there.

Seeing no further comments, the Chair welcomed Mr. Poisson to the business community and closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

Consent Agenda Items are considered routine and will be 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 prior to the vote.

VOTE (2024-014) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To approve the Consent Agenda as presented..
Order – Vote 6-0.

Municipal Accounts Payable Warrants $ 24,900.66

Municipal Payroll Warrants $ 313,171.25

School Accounts Payable $ 198,313.79

School Payroll Warrant $ 823,973.17

Conditional Victualer's License for Angelo's Pizza

Angelo's Pizza seeks a New Victualer's License. The recommendation is to grant approval with the conditions set by the Code Enforcement Officer.

Special Entertainment, Liquor & Victualer's Licenses for Lotta Moxie DBA Frank's Pub

Annual PSAP Agreement

Approve extension of Liquor and Special Entertainment Permits for Slovak Catholic Association

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Fee Schedule for the Erosion and Sedimentation Control Ordinance

Mr. Michalowski presented information to the Council. The Planning Board recommends that no application fee be charged for assessing erosion/sedimentation control plans. Instead, applicants are responsible for hiring an independent, qualified professional to certify compliance. This approach aligns with the existing ESC ordinance, which already specifies this requirement, thus eliminating the need to include it in the fee schedule. However, if desired, a small fee could be introduced to cover administrative costs associated with processing the erosion/sedimentation aspect of building permits or site plan reviews. This fee could be added as a separate item in the fee structure. The term "Qualified Professional" refers to someone certified by Enviro-Cert International, having completed a workshop by the Maine Department of Environmental Protection, or a Maine Professional Engineer with at least two years' experience in designing Erosion and Sedimentation Control BMPs. Lists of certified professionals are available on the websites of Enviro-Cert and the DEP.

It would be advisable to follow the Planning Board's recommendation of not adding a specific fee for the assessment of erosion/sedimentation control plans to the fee schedule, as this aligns with the existing ordinance and reduces complexity. However, consider introducing a nominal fee to cover administrative costs of $150 associated with these assessments, listing it separately in the fee structure for building permits or site plan reviews. This approach strikes a balance between adhering to the Planning Board's advice and managing administrative expenses.

Nicholas Craig, Vice Chair of the Planning Board, said the Planning Board was looking to avoid overhead for the town and avoid having to do escrows. He said the $150 fee for large projects is reasonable. Councilor Larochelle agreed it would take the burden off the town.

VOTE (2024-015) Council Member Larochelle, seconded by Council Member Cain, moved to Approve the Planning Board's recommendation for a fee schedule for the Erosion and Sedimentation Control Ordinances.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

Approve Finance Committee Revisions--First Reading

Mr. Michalowski introduced the item: During the last Council meeting, the Council requested that staff members make revisions to the Finance Committee structure. The aim of these revisions is to enable the Council Liaison to become a voting member. This change is proposed in response to difficulties in recruiting volunteers, which has hindered the committee's ability to reach a quorum for voting. Additionally, we have updated the language to clarify that this is a standing committee, not an ad hoc one. The committee will convene quarterly and will also meet as directed by the chair or as required by our charter.

VOTE (2024-016) Council Member Larochelle, seconded by Council Member Cain, moved to Approve revisions to the Finance Committee structure as presented and set a Public Hearing for February 6, 2024.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

Approve the Revolving Loan Fund Committee's Recommendations for Recipients of the Main Street Grant

Mr. Cunningham introduced the item. The Town Council approved the continuation of the Main Street Grant Program at the September 5, 2023 meeting. The Revolving Loan Committee met on January 10, 2024 and unanimously supported funding to this year's applicant to the Main Street Grant program. The Economic and Community Development Director recommends support to approve the Grant to this year's applicant.

VOTE (2024-016) Vice Chair Robishaw, seconded by Council Member Cain, moved to Approve the Revolving Loan Fund Committee's Recommendations for the Recipient of the Main Street Grant.
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee

Councilor Cain reviewed the School Committee meeting and said the new literacy program features take-home books. She said the committee reviewed the summer meal program, and that they are launching an online lunch order feature.

Planning Board

Councilor Larochelle asked the Planning Board Vice Chair to speak. Mr. Craig said this Thursday is a community listening event focused on the ROS I & ROS II changes. He said we put out a survey to a large number of residents of ROS I & II and it was good data. He said NorthStar Planning created a possible plan to allow more residential use. A meeting will follow the session.

Lisbon Development Committee

No report.

Conservation Commission

No report.

Parks & Recreation Committee

No report.

County Budget Committee
No report.

Library Governing Board
Councilor Keller said the library has a new door on the second floor.

Water Commission
No report.

Finance Committee
No report.

Town Manager's Report

Ambulance Implementation Outline
Mr. Michalowski said the Economic & community Development Director, Mr. Cunningham, went to look at municipal lots and there are 13-14 lights out. He said that we can potentially use the Downtown TIF to take care of those issues. He said he will provide a map of the lights that are out for Council.

Next, the Council discussed the meeting schedule the Town Clerk proposed. Council discussed the options for single meetings

Councilor Cain made a motion to remove August 20 and July 16 from the proposed schedule. Councilor Keller seconded. After further discussion, Councilor Cain withdrew the motion. Councilor Moore suggested the matter be discussed at a later date, the Council was in general agreement and no further motions were made.

Ambulance Implementation Outline: Mr. Michalowski said in December we were informed that the new ARPA ambulance would arrive a year ahead of schedule by march 1st. He said we are handling the budget hiccups this causes and reviewed the Fire Chief's memo. Upon arrival of the vehicle, pending availability of equipment needed, the truck should physically be in service in approximately 30 days. Once the vehicle is in service we can start running in it on the medical calls we currently respond to, under our current Maine EMS license, as long as we are not transporting.

With the full time personnel showing a high interest in the use of this truck, the current use will be adjusted. In addition to our current response format, during the hours when the full time staff are on duty, they will respond to medical calls within the Town of Lisbon, as available. At a minimum, the moderate (Charlie) to severe (Delta and Echo) medical calls. Once the Fire Department obtains a transport license from the State of Maine, the plan will be to respond on the all medical calls in the Town of Lisbon (as stated above) and if the contracted service (Lisbon Emergency) is not available, then Lisbon Fire Department will transport the patient to the appropriate hospital.

In order to obtain a Maine EMS license certain steps have to be completed prior to applying. Examples of some of the requirements that must be meet prior to submitting an application are pharmacy agreements, medical director agreement, and all the equipment. The process for completing some components and requirements needed have already been started. While it is very clear that all equipment and supplies must be purchased before applying, the dilemma lies in the fact that certain items cannot be purchased until the vehicle arrives so we can obtain the correct dimensions.

Once all components of the application are complete, the application is then submitted. Maine EMS states that the approval process can take up to 70 days once submitted. The Senior Officers of the

Fire Department feel, pending any delays such as equipment availability or with Maine EMS, the vehicle could be in service for full transport within 100 days after arrival of the vehicle.

Fire Chief Nate LeClair said the Town will work under its own license. He said we must have everything in place before we can apply for the transport license. He said we can utilize the vehicle, but we cannot transport on a routine basis.

Council Committee Assignments
Item taken out of order after Council Committee Reports.

The Chair asked if any members would like to change assignments, and pointed out that Councilor Fellows had served as liaison to the Planning Board and Water Commission. He asked if anyone wanted to make a change. The following assignments were made:

- Water Commission: Robishaw
- Finance Committee: Robishaw
- Library Board: Keller
- Budget Committee: Moore
- Recreation Committee: Moore
- Development Committee: Larochelle
- Planning Board: Larochelle
- School Committee: Cain
- Conservation Commission: Moore

Council Goals
Council presented and discussed individual and group goals for 2024 and reviewed ongoing projects and goals.

Councilor Larochelle:
1. To move the process for the new Public Safety building forward. Have a solid plan in place by the end of the year.
2. To hire a full-time Planner and reorganize.
3. To continue to support our boards and committees. Work to properly train everyone that fills the possitions.
4. To revisit our emergency sherlter plans and update if needed.
5. To move forward our Main Downtown/Main Street program by hiring a part-time administrator to support the program.
6. To make improvements to the parking lot and street crossing near the Worumbo location.

Councilor Robishaw:
1. Keep the first & fourth goals from last year, including smart growth and keeping residential mill rates down.
2. Make use of multiple communication channels to ensure that the broadcast range of citizens receive town information and could be heard.
3. Promote Lisbon to non-resident as a place to live, work, visit and establish a business here in Lisbon.
4. (May bring it up later regarding feedback from town)

Councilor Keller:
1. Support local businesses by attending ribbon cuttings, events, encouraging collaboration and sharing information

2. Determine guidelines for use of Social Media
3. Determine a process to review lisbonme.org and determine what changes must be made to ensure communications are relevant, timely and easy to access
4. Support Lisbon Police Dept in staying abreast of current information and developing strategies to deal with life-altering situations
5. Continue supporting plans for the future of Emergency Services, Public Safety Building and increase of housing in Lisbon

Councilor Cain:
1. Create a comprehensive parking plan for the Falls that addresses the increase in traffic due to several new businesses in the area and plans for further growth with the development of the Worumbo Riverfront Event Center
2. Support development and beautification of the route 196 corrider (with a particular focus on the village.) Perhaps proactively offer facade grants and tax incentives for improving existing sites or developing new ones
3. Address a further concern in line with Councilor Robishaw's concerns

Councilor Moore:
1. Continue working toward a quasi-municipal agreement with Lisbon Emergency EMS
2. Reduce mil rate by 1-2 mills
3. Consider moving a few Council Meetings to remote locations in Town, for example MTM, Graziano Square, Worumbo Riverfront Event Center
4. Aggressively enforce blighted area clean-ups in Town
5. Consider removing snow and clearing the paved portions of the walking paths and banning all motorized vehicles, including snowmobiles

Councilor Lunt:
1. Establish a long term maintenance and CIP for the Walking Path
2. More enforcement for illegal junkyards/businesses

APPOINTMENTS

Renewal of Appointments to the Lisbon Development Committee
VOTE (2024-018) Vice Chair Robishaw, seconded by Council Member Cain, moved to Re-appoint Fern Larochelle and Don Fellows to the Lisbon Development Committee for a term of 3 years.
Order Passed – Vote 5-1.

COUNCIL COMMUNICATIONS

Councilor Moore said he is disgusted that someone drove on the Riverfront Event Center's newly laid lawn.

Councilor Moore read the names of those lost in the tragedy of the October 25th shooting to remember them:
Tricia Asselin
Peyton Brewer-Ross
Arthur Strout
Bryan MacFarlane
Maxx Hathaway
Ronald Morin
Aaron Young
Joshua Seal
Michael Deslauriers
Thomas Conrad

Lucille Violette
Keith Macneir
Bill Young
Billy Brackett
Bob Violette
Stephen Vozzella
Jason Walker
Joseph Lawrence Walker

QUARTERLY FINANCIAL REPORT

Quarterly Financial Report (2nd Qtr FY24)
Mr. Michalowski said there is typically no discussion, the information is provided to the Council on a quarterly basis per the Charter.

Councilor Larochelle requested the Finance Director do an overview moving forward, Councilor Moore concurred and requested it for the next meeting.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

To Adjourn
VOTE (2024-019) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to adjourn at 8:16 pm.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

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Lisa M. Ward, Council Secretary

Date Approved: