Town Council
MEETING MINUTES
January 2, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING

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 7:00 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

None.

GOOD NEWS & RECOGNITION

None.

PUBLIC HEARINGS

The Chair opened the Public Hearings. Seeing no speakers, the Chair closed the hearings.

Erosion Control & Sedimentation Ordinance Public Hearing

Advisory Board Ordinance Revisions

Renewal Of Liquor License & Special Entertainment Permit for Olive Pit Brewing and Lisbon Left Hand Club

Renewal of a Medical Marijuana Retail Store For BBB Pharmaceuticals Alternatives

Renewal of Medical Marijuana Retail Store & Medical Marijuana Manufacturing for Crystal Spring Healing Alternatives

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

Councilor Cain requested the removal of her business Olive Pit Brewing from the Consent Agenda to be voted on separately.

VOTE (2024-001) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Consent Agenda as presented, with the removal for a separate vote of Olive Pit Liquor and Special Entertainment permits.
Order Passed – Vote 6-0.

VOTE (2024-001A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Renewal of Liquor License & Special Entertainment Permit for Olive Pit Brewing.
Order Passed – Vote 5-0-1. [Cain]

Municipal Accounts Payable Warrants - $1,241,407.44

Municipal Payroll Warrants - $211,888.72

School Accounts Payable - $574,062.86

School Payroll Warrant - $1,582,386.52

Set Public Hearing for January 16th, 2024 for Victualer License for Angelo's Pizza

Renewal Of Liquor License & Special Entertainment Permit for Olive Pit Brewing and Lisbon Left Hand Club

Renewal of a Medical Marijuana Retail Store For BBB Pharmaceuticals Alternatives

Renewal of Medical Marijuana Retail Store & Medical Marijuana Manufacturing for Crystal Spring Healing Alternatives

Set Public Hearing for January 16th, 2024 for Special Entertainment, Liquor & Victualer for Franks/Lotta Moxie

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Erosion & Sediment Control Ordinance - *Second Reading*

Mr. Michalowski said there is no fee schedule, that will be a separate matter. He said the ordinance originally started in July, went back to the Planning Board, but now this will allow third party inspections. Councilor Lunt pointed out that it doesn't seem detailed. Mr. Michalowski explained that it was reviewed an the rest will be detailed in the Fee Schedule to allow the Code Enforcemt Officer to stay on top of it.

VOTE (2024-002) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the Erosion & Sediment Control Ordinance as presented.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, and Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

Authorization of Cost of Living Adjustment (COLA) Increase for the Town Manager

Mr. Michalowski said he cannot sign his own form, the Council needs to authorize it and it will be retroactive to July.

VOTE (2024-003) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Cost of Living Adjustment (COLA) for the Town Manager retroactive to July 1, 2023.
Order Passeds– Vote 6-0.

Advisory Board Ordinance Revisions - *Second Reading*

Mr. Michalowski said the changes are in line with the 2023 Council Goals. The staff were directed to examine and suggest modifications to the advisory board committee structure. Technology Committee Recommendation: remove the Technology Committee as a permanent committee since the Council can add an ad hoc committee where needed. Library: clarify language and duties of governing board, which acts as an advisory board to the Town Council. Recreation Committee: clarify language and duties as an advisory committee for the Recreation Department. Changes to both the Library Board and the Recreation Committee are all in line with the current duties of those boards, these are mainly updates to the descriptions to put them in line with what those boards do. This is a second reading and will require a roll call vote.

VOTE (2024-004) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the following Ordinance changes as presented: the removal of Art. V, Div. 9 Technology Committee; changes to Art IV, Div. 16 Libraries, Sec. 2-457; Art. V, Div. 7 Library Governing Board, Sec. 2-547; Chap. 18, Art. II Library Board, Sec. 18-31, Sec. 18-32, Sec.18-33, Sec. 18-34, Sec. 18-36 and Sec.18-38; changes to Chap. II, Art IV, Div. 13 Recreation Department, Sec. 2-446, Sec. 2-448, Sec. 2-550, Sec. 2-551; and changes to Chap. 74, Art. III, Div. 2 Recreation Department, Sec 74-93, Sec.

74-226, and Sec 74-227; and Set a Public Hearing for November 21, 2023.
Order Passed – Vote 6-0.

Amendments to Chapter 14 General Assistance Maximums & Appendices -- *Second Reading*

VOTE (2024-005) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2023-September 30, 2024 as presented.
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 p – Vote 6-0.

Waiver of Foreclosure

Mr. Michalowski said that historically we waive foreclosure on the Miller properties, that 10 Congress Street was an error and to strike it from the list. He said that 18 Lisbon Street should be removed, it is a car lot.

Councilor Lunt pointed out that 18 Lisbon Street should be looked into. He said it looks bad and it is at the entrance to the Town. Mr. Michalowski said he will research it.

VOTE (2024-006) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To approve the waiver of automatic foreclosure of the properties presented, with the exception of 10 Congress St. and 18 Lisbon St. at the recommendation of the Finance Director.
Order Passed – Vote 6-0.

Erosion & Sediment Control Ordinance Fees

Mr. Michalowski said the Code Enforcement Officer is unavailable for this meeting, that there are other items to be added and he would like to invite the Planning Board to the meeting. He requested the item be tabled.

VOTE (2024-007) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to table the discussion to the next meeting in order to invite Planning Board input.
Order Passed – Vote 6-0.

Approve Special Election for Vacant Council Seat

The Clerk explained that the special Election would be March 5 to fill the vacancy left by Councilor Fellows resignation, and announced that Nomination Papers are available. She said we can hold our election at the same time as the Primary, and the Charter allows less than 100 days with Council approval. Councilor Larochelle suggested the electronic sign for advertising the opening. The Clerk assured the Council that there would be social media advertising, website announcements, and that a flyer to post would also be an option.

VOTE (2024-008) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to call a Special Election for March 5, 2024 to fill the Town Council seat that was vacated on December 23, 2023, and to act pursuant to Section 7.02 of the Town Charter to set the date on which nomination papers for the office will be available as January 3, 2024, and the date on which they must be returned to the Town Clerk as February 2, 2024.
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee

No report.

Planning Board

Councilor Larochelle said he went to the recent meeting, and added it would be helpful to have more input from the Planner.

Lisbon Development Committee

Councilor Lunt asked Mr. Cunningham to report. Mr. Cunningham said the next meeting is Wednesday at 6 pm. He said they will have a February stakeholders meeting on the Village to get more vibrancy at the Village.

Conservation Commission

Councilor Moore said the next meeting is January 9.

Parks & Recreation Committee

No report.

County Budget Committee

No report.

Library Board

Councilor Keller said the egress project is proceeding. She said there is now added signage for book locations. Also, there was water in the basement so they are looking at epoxy for new flooring instead of carpet.

Water Commission

No report.

Finance Committee

No report.

Town Manager's Report

Mr. Michalowski presented the following items:

- Budget: Mr. Michalowski said he is getting ready to present the Budget in March. He said he wants to do a Saturday workshop on the 23rd or 30th, and will send emails out to work that out.
- New Hire: We have a new hire who is part time assessor and part time general assistance administrator.
- The Police Department has received a new Command Vehicle from the Gary Sinise Foundation, as well as a new SUV for Lisbon Emergency to be used as a paramedic vehicle. Mr. Michalowski said the Police Chief can give more information at the next meeting.
- Lisbon Emergency & Budget Committee Workshop: meeting was last week with some Councilors joining. Mr. Michjalowski will join them for their regular board meeting on Thursday and invited Councilors to join that meeting.

Springworks Presentation

Item was taken out of order after Good News & Recognition.

Mr. Cunningham introduced Trevor Kenkel, owner of Springworks, and Emily Donaldson, Director of Operations, along with their attorney Mr. Zach Branwein. He said they requested to present to Council an overview of their plans and to have a TIF discussion. He said it is an overview, not a request.

Mr. Kenkel said Springworks has grown to 40+ employees and operates in a retail channel competing against larger companies. He said Springworks has been growing intentionally over the years, and needs to expand to compete. He said in the past they have brought in support, but are looking at a TIF to expand their Lisbon facilities. He stated it will be helpful and incentivize investors.

Mr. Branwein made himself available to answer questions and described how a TIF can help economic development. He said if there is expansion without a TIF (tax incentive financing) can cause:

1. The town's assessed value goes up and there is more County tax.
2. Less Revenue Sharing.
3. Less State Aid for Education.

Mr. Branwien said a TIF will shelter the increase in assessed value, and shelters that district from taxes. He said we can use the money to make improvements in the district, also public improvements like town facilities. He said that a credit enhancement document makes development within the district possible.

Councilor Larochelle said Lisbon has done different TIFs, does it go beyond the property? Mr. Branwein replied that it is only for that project. It allows the developer to grow and protect the Town from additional tax assessment. It would be a 30 year TIF. He said the increase would raise value over $16 million. Mr. Kenkel added that he will be adding more phases over the next few years, and will be up to about 200 employees. The plan is to use 20 of the 168 acres of his property, a large portion is not buildable, and possibly add another 15 acres but there is not a definite plan for that right now. Mr. Kenkel clarified that the construction that is going on right now is 15% of want he wants to build, and added it would be a huge help to attract the capital to construct the new project. Mr. Branwein confirmed the project needs to go to Maine DECD to be checked against what the State laws require.

Mr. Cunningham concluded that a credit enhancement agreement gives dollars to the town, and is an opportunity to make sure the money is spent in the direction Council wants. Mr. Michalowski said it is a compressed timeframe, March 1st is the DECD deadline. Councilor Lunt suggested an Executive Sesison at the next meeting to get more information.

The Chair thanked the presenters for their time.

APPOINTMENTS

Appointment to Finance Committee
VOTE (2024-008A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Appoint Don Fellows to the Finance Committee.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Larochelle said he won't be at the next meeting for Goals, but they will be very important moving forward. He supported the need for a broader range of methods to advertise for important messaging.

Councilor Lunt suggested that there be a change to ordinance regarding the Finance Committee to make the Council liaison a voting member of the Committee. He said a voting member could be more effective. Mr. Michalowski said he would have staff work on that.

Councilor Keller recommended a tour of Springworks to any who have not. She said it gives a clear view of how they work. Mr. Cunningham said he can help arrange it.

Councilor Larochelle requested a Council tour of Town Facilities before the next election. Mr.

Michalowski said historicallyit's open to the public and the Recreation Department bus is used.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

To Adjourn
VOTE (2024-009) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adjourn at 8:09 PM.
Order Passed – Vote 6-0.

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Lisa M. Ward, Council Secretary

Date Approved: