Town Council
MEETING MINUTES
March 19, 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.

INAUGURATION OF ELECTED OFFICIAL

The Clerk announced the inauguration of the newly elected Town Councilor, Norm Albert. Mr. Albert was duly sworn in and took his seat at the Council table. The Clerk stated that a total of 1,190 votes were cast on march 5th in the Town Council race, spread among 5 qualified candidates. Mr. Norm Albert received 301 votes, which was the majority.

ROLL CALL

Members present were Councilors Cain, Albert Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; board members from LACO; staff of the Parks and Recreation Department; and approximately 12 citizens in the audience.

GOOD NEWS & RECOGNITION

Mr. Cunningham congratulated the Lisbon High School students who were recognized at the One Act Play Contest.

PUBLIC HEARINGS

None.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Board members and supporters of the Lisbon Area Outreach spoke in support of the program. They included: Debbie Hill, Vice President; Angelica Bundy, Lisbon Farmer's Market founder; Bert Levesque, LACO volunteer, Lisbon resident, and recipient of LACO services; Amy King of Webster Road; Jenniver Richardson, resident, teacher, Board member and recipient of LACO services;Donna Wrobel, resident and recipient of LACO services; Sharon Wright, Lisbon resident; Karen Stevens, resident; Bob Couture, President of LACO. Other residents who spoke on the subject were Dean Willey, resident; and Catalina Marston of Webster Road.

The Chair ended the Audience Participation period and advised the audience that all are welcome to email the manager or Councilors.

CONSENT AGENDA

Consent Agenda Items

VOTE (2024-48) Council Member Larochelle, seconded by Council Member Cain, moved to approve the consent agenda as presented.
Order Passed– Vote 7-0.

Municipal Accounts Payable Warrants $ 970,496.03

Municipal Payroll Warrants $ 221,843.96

School Accounts Payable Warrant $ 363,888.75

School Payroll Warrant $ 1,178,114.13

Set Hearing for Victualer's License for Smiley's Ice Cream

Approve CMP/AvanGard Pole Permit

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Presentation of Draft FY25 Budget and Capital Improvement Plan
The Finance Director presented the Draft of the FY25 Municipal Budget and CIP to the Council.

Approve Finance Committee Revisions - Second Reading
Mr. Michalowski advised that the Council had asked for revisions, and Ms. Bryant stated the Council had tabled it so the Finance Committee could review and provide guidance.

VOTE (2024-049) Council Member Albert, seconded by Council Member Lunt, moved to Approve Finance Committee Revisions as presented.
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.

Approve the Finance Director to Close Specified Special Revenue and Reserve Accounts
The Finance Director requested to close various special revenue and reserve accounts. While developing the FY25 Special Revenue and Reserve Fund Budget, additional accounts that require Council action were found, beyond those Council already adjudicated on February 20, 2024. The Auditor advised permission from Council before taking action on these accounts. To avoid these problems in the future, the Special Revenue and Reserve Budget will be considered annually, as is done in other Maine municipalities. Permission to do this will help with creation of the budget.

VOTE (2024-51) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Finance Director to Close Specified Special Revenue and Reserve Accounts.
Order Passed – Vote 7-0.

Approve Disposal of Foreclosed Properties
The Finance Director presented the list of properties the Town owns through automatic foreclosure as of the date of her memo. In addition to properties previously discussed, it was brought to the Finance Director's attention that there were several properties on an additional document that were not discussed with Council at the February 20 meeting. The amounts owed are as of the date of this memo (and include current due amounts not yet paid). Section 92-8 of Lisbon Town Code requires Council approval on any disposal method selected for foreclosed properties.

VOTE (2024-052) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve Disposal of Foreclosed Properties as presented.
Order Passed – Vote 7-0.

Approval of New Road Name - Waterhouse Lane
Daniel Aceto currently owns parcel R03-023, which is located off of Bowdoinham Road and Potter Road. He is currently working on plans to build a house on this 11 acre lot. There is currently a dirt road and culvert on the Potter Road access side, which he will use as the driveway. He would like to name his road off of Potter Road. He was given 3 options to what he would like as a name: Waterhouse Road, Waterhouse Drive, or Waterhouse Lane. Amy Wiers, Addressing Officer for Lisbon, recommends approval of Waterhouse Lane.

VOTE (2024-053) Council Member Larochelle, seconded by Council Member Keller, moved to Approve New Road Name "Waterhouse Lane" as presented by the Addressing Officer..
Order Passed – Vote 7-0.

Approval of Advertisement of RFP for Realtor to Dispose of Foreclosed Properties
The Finance Director seeks Council permission to advertise through an RFP for a Realtor to dispose of town properties acquired by foreclosure.

VOTE (2024-054) Council Member Larochelle, seconded by Council Member Albert, moved to Approve the Finance Director to advertise through an RFP for a Realtor to dispose of town properties acquired by foreclosure.
Order Passed – Vote 7-0.

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Cain
Councilor Cain gave a School Committee update, including Community reports, administrator reports, changing nutrition guidelines, and new technology for the schools.

Planning Board –Councilor Larochelle
Councilor Larochelle reported that the Planning Board had a training workshop, then reviewed cases and discussed ROS I & II. He said they are investing time in educating community members.

Lisbon Development Committee – Councilor Larochelle
Councilor Larochelle said it was a great meeting that included project discssuions, possible code changes for new property owners, and other zoning details.

Conservation Commission – Councilor Moore
Councilor Moore said the Commission is thinking about a new truck and discussed the damage done to trails. He said deer are a problem at the farm near the park.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore

Library Governing Board – Councilor Keller
Councilor Keller reported that circulation is up, an inventory has been done, and the library is getting estimates for a new floor in the Children's room.

Water Commission – Councilor Robishaw
Councilor Robishaw said there will be a rate increase, a 5-year Capital Plan was reviewed, and there was discussion about sewer service and hydrants for the 26 new homes going up at Gross Development.

Finance Committee – Councilor Robishaw
Councilor Robishaw said the committee discussed what the Finance Director reported earlier in tonight's meeting.

Town Manager's Report
VOTE (2024-54A) Council Member Albert, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to work with Legal to take land use action at 8 Lisbon Street.
Order Passed – Vote 7-0.

Mr. Michalowski also reported that the ARPA ambulance has arrived, it was long-awaited. He reminded Council that the new Public Safety Building Committee will meet on Thursday at 10 am. Finally, he said we are working on an RFP for the Burrowugh Road Bridge, hopes it will be in May.

LACO Re-location Discussion

The Town Manager referenced the documentation included in the packet. This memo is prepared to detail the discussion surrounding the LACO Food Pantry's tenancy at the MTM Community Center, where they have resided as an at-will tenant since their lease expiration in 2005. It includes findings from recent building inspections and considerations related to the needs of community services. It's critical to note that while our staff presents this information without advocating for specific policy outcomes, we do recommend the eventual relocation of the LACO Food Pantry to another location. This recommendation is based on the request to repurpose the currently occupied space at the MTM Community Center to accommodate the expansion of the Towns recreation programs, a move we feel aligns with Town's Comprehensive plan. Specifically, the plan highlights on page 7, "People love Lisbon's recreational assets, including Beaver Park, the Androscoggin River Trail, and the MTM Community Center. These facilities were consistently praised as significant contributors to Lisbon's quality of life and as opportunities for further development and investment." Our intent is to furnish the council with comprehensive and impartial information to facilitate a decision that thoughtfully weighs the requirements and benefits for everyone involved.

Inspection Findings: A comprehensive inspection of the MTM building by our code officer, fire chief, and electrical inspector uncovered several issues affecting the entire building, not limited to but including the LACO Food Pantry. Key issues identified encompass cluttered or blocked exit paths, non-compliant construction modifications, and storage of hazardous materials in exit corridors. These findings are attached and should be addressed.

LACO Food Pantry's Community Value: The LACO Food Pantry is an essential asset to our community, making significant contributions towards food security. The critical need for more space to support its operations and the increasing demand for its services matches its importance. Ongoing dialogues are focusing on identifying relocation possibilities that will better fulfill the needs of LACO, while also enhancing the safety and usability of the MTM Community Center for everyone. The town plans to continue these discussions with LACO's staff and board of directors following the Easter holiday.

Options for Council Consideration:

Maintain At-Will Tenancy & Support Relocation: Continue LACO's at-will tenancy while collaboratively working towards identifying and transitioning to a more suitable location. This approach aligns with the broader community development goals outlined in our comprehensive plan, emphasizing the enhancement of Lisbon's recreational assets and facilities. If the council chooses this I also recommend setting a target date.

Authorize Termination of Tenancy: Proceed with the termination of LACO's tenancy, contingent upon agreeing upon a suitable relocation timeline and ensuring a smooth transition for both LACO and the community services hosted at the MTM Community Center.

Given the contributions of LACO to our community and the issues identified, I recommend to keep LACO as an at-will tenant, actively facilitating their transition to a new location. Also LACO be required to adhere to all building codes, secure adequate liability insurance, and provide the town with key access for emergencies, ensuring the safety and compliance of the MTM Community Center. Furthermore, it is proposed that the council sets a tentative departure date for LACO, reached by consensus. Should this deadline elapse without relocation, we recommend revisiting the situation with the council to explore the previously outlined alternatives.

Council discussion followed.

APPOINTMENTS

Appointment to the Board of Appeals

The Board of Appeals is a 7-member board, they need at least 4 members for a quorum to meet and have lost a member. The Code Enforcement office is in need of a quorum for an upcoming appeal. Mr. Cavender has served the Council on other boards in the past, is a long-time resident of the town, and is currently a member of the Assessment Board of Appeals. Staff recommends the appointment to the Board of Appeals.

VOTE (2024-55) Council Member Lunt, seconded by Council Member Albert, moved to Appoint Clyde Cavender to the Zoning Board of Appeals.
Order Passed– Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Albert said he appreciates the opportunity to sit on the Council.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

VOTE (2024-056, 2024-057, 2024-058) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 M.R.S. § 405(6)(C) Economic Development, 1 M.R.S. § 405(6)(A) Personnel Matters, and 1 M.R.S. § 405(6)(E) Consultation with Legal Counsel at 9:14 pm.
Order Passed – Vote 7-0.

Executive Session - Economic Development

Executive Session - Personnel

Executive Session - Consultation with Legal

ADJOURNMENT

To Adjourn
VOTE (2024-059) Vice Chair Robishaw, seconded by Councilor Albert, moved to adjourn at 10:30 pm.
Order Passed – Vote 0-0.

_____
Lisa M. Ward, Council Secretary

Date Approved: