Town Council
MEETING MINUTES
April 16, 2024
LISBON TOWN OFFICE
6:00 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 6:00 PM.

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; Donald Fellows, former Planning Board and Council member; Nick Craig, Vice Chair of the Planning Board; and approximately 6 citizens in the audience.

EXECUTIVE SESSION

Executive Session per 1 MRSA § 405(6)(e) Consultation with Legal Counsel

VOTE (2024-069) Council Member Larochelle, seconded by Council Member Lunt, moved to enter into Executive Session per 1 MRSA Section 405(6)(e) Consultation with Legal Counsel for annual Harassment training and FOAA training at 6:02pm.
Order Passed – Vote 7-0.

VOTE (2024-069A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved return to the regular meeting at 7:09pm.
Order Passed – Vote 7-0.

GOOD NEWS & RECOGNITION

None.

PUBLIC HEARINGS

Drew's New to You
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Public Hearing.

Codes and Planning Reorganization Ordinance
The Chair opened the Public Hearing.

Don Fellows of Lisbon referenced a letter from the Planning Board Chair and said the proposal is a significant change with a different focus. He reviewed the history of planning services in Lisbon and said we need to have an expert on zoning rules, it is money well spent.

Nick Craig, Vice Chair of the Planning Board, said the Board fully supports a Planning Director position.

Seeing no further speakers, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

Consent Agenda Items are considered routine, and are 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 before the Consent Agenda is considered.

VOTE (2024-070) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to accept the Consent Agenda as presented.
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants $ 1,269,493.46

Municipal Payroll Warrants $ 218,473.81

School Accounts Payable Warrant $ 116,238.42

School Payroll Warrant $ 410,304.75

Approve Itinerant Vendor Permit for Drew's New to You

Approve Extension of Frank's Liquor License

Re-Appointment of Samantha Bryant as Town of Lisbon Treasurer for One Year Term

Appoint Election Clerks for 2024-2026

Appoint Rick Roberts as Warden and Debbie Hill as Deputy Warden for June 11, 2024 Election.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Adopt Androscoggin County Natural Hazard Mitigation Plan 2024
The Hazard Mitigation Plan provides a blueprint by which local governments can make coordinated, cost-effective efforts towards reducing losses from natural disasters. According to 44 CFR § 201.6 (b) An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process must include: (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval. Notifying the jurisdictions, stakeholders and the public by email, social media and posting the draft plan on the Androscoggin County EMA website fulfills this requirement.

Each municipality in the County is required to adopt the Mitigation Plan before the County can adopt it.

VOTE (2024-071) Council Member Larochelle, seconded by Council Member Cain, moved to Adopt the Androscoggin County Natural Hazard Mitigation Plan 2024 Update.
Order Passed – Vote 7-0.

Amend Article IV. Recreation Activities On Public Ways for extended ATV Access - First Reading
Police Chief Ryan McGee presented information to the Council. The Lisbon Town Council recently heard from a resident Roger Bickford who requested the expansion of some ATV access routes in Town. The council tasked the town departments to work with the Lisbon and Lisbon Falls ATV clubs on this request. After formalizing and having two meetings with both ATV clubs, the State of Maine Parks and Lands, Maine Warden Service, the Assistant Town Manager Sarah Bennet, the Lisbon Economic and Community Development Director Ross Cunningham, the Chief of Police Ryan McGee, and the Lisbon Parks and Recreation Director Mark Stevens, we came up with the following recommendations:

The ATV access route would be expanded on certain roadways that allowed the safe operation of ATV's. The original request to open up Main Street as an ATV access route was not approved after meeting with all parties, and the alternative route we found to be the best route to allow ATV goers to

access the Davis Street Parking lot to utilize the restaurants in the area.

The Rt 196 ATV Access route would be expanded on a portion of the roadway to connect the intersection of Rt 196/Rt 9 to travel east down Rt 196, turn right onto Blethen Street and left onto Davis Street and stop at the Davis Street Parking lot. This would allow both ATV clubs to access this parking lot and walk up to the restaurants in Lisbon Falls.

Attached to his memo is a map with other routes that were cleaned up to allow access from trail to trail in our community along with the proposed ATV Access route ordinance changes that have been redlined.

Council discussed the ordinance information and packet, with additional input from Cory Provencher, President of the Lisbon Trailriders.

VOTE (2024-072) Council Member Larochelle, seconded by Council Member Albert, moved to Amend Article IV. Recreation Activities on Public Ways, Division 1, Sec. 50-263 (c) Use and operation of Lisbon ATV access routes, Sec. 50-264. ATV access routes, Sec. 50-265. Signs; and Set a Public Hearing for May 7, 2024.
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.

Adopt Special Events Ordinance - First Reading

The Town Clerk introduced the matter for Council consideration. Between November 17, 2023 and April 9, 2024, department heads met for a series of planning meetings with the purpose of developing a mass gathering permitting application, policy, and ordinance to kick off the 2024 permitting season. Staff collaboratively contributed to the creation of what we now call the Special Events Application, Special Events Policy and Special Events Ordinance, which make up the three Special Events documents that accompany the memo for review and consideration for approval.
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The following staff were involved in the planning process:
• Lisa Ward, Town Clerk
• Ryan McGee, Police Chief
• Nate Leclair, Fire Chief
• Ross Cunningham, ECD Director
• Mark Stambach, Code Enforcement Officer
• Mark Stevens, Parks and Recreation Director
• Steve Aievoli, Interim Public Works Director
• Sarah Bennett, Assistant Town Manager

The reason this comes before you is because we feel it is important to streamline the application and permitting process to allow community members to host special events with ease while also ensuring the
safety of the public. We feel confident all three documents presented, if approved, will be beneficial to the Town of Lisbon and to the community as a whole.

Together, we ask for the Council's consideration to adopt the new ordinance and approve the corresponding policy and event application for use this 2024 season. We believe this will make the Towns special event permitting process more effective and we hope our community members find it easier to complete.

Council discussion followed. Ms. Ward confirmed that only the Ordinance is on the agenda for approval, the policy and application are for input and are working documents at this time.

VOTE (2024-073) Council Member Larochelle, seconded by Council Member Cain, moved to Adopt the new Special Events ordinance as presented and set the Public Hearing for May 7, 2024.
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.

Adopt Codes and Planning Reorganization Ordinance-Second Reading

Second Reading for Codes and Planning Reorganization. Mr. Michalowski said there was one minor change. Councilor Larochelle said contractors have reached out to him to give positive feedback.

VOTE (2024-074) Council Member Larochelle, seconded by Council Member Albert, moved to Amend the Code Enforcement Ordinance to become the re-organized Codes and Planning Ordinance, 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.

OTHER BUSINESS

Town Manager's Report

Mr. Michalowski, Town Manager, reported on the following items:

1. Historical Society Board resignations: Staff met with the board and created a committee with Assistant Town Manager Sarah Bennett to continue the board.
2. Disaster Declaration: Lisa Ward, EMA Director, met with FEMA regarding the December weather disaster, assessments are being collected from each department.
3. Discover Lisbon: new name for Positive Change Lisbon.
4. The Water and Sewer departments will be meeting to find more efficiencies.
5. LACO: next meeting is being scheduled, a follow-up will be provided.
6. Sole Source contract: the Manager requested sole source funding for the forestry contract be rescinded so that we can put out an RFP (request for pricing).

VOTE (2024-074A) Council Member Larochelle, seconded by Council Member Albert, moved to rescind sole sourcing for the forestry contract and to authorize the Town Manager to put out a Request for Pricing.
Order Passed – Vote 7-0.

Review of FY25 Financial Reports for Lisbon EMS Proposed Budget

Amy Cailler, Chief of Lisbon Emergency Services, offered informational handouts to the Council and reviewed the staffing levels, apparatus, grants, and other information for the Council. John Cordts, Lisbon EMS Board member, presented information about the budget.

Quarterly Treasurer's Report

The Town Manager stated the memo and information from the Finance Director are provided in the packet for review.

Council Committee Reports:

School Committee – Councilor Albert
Councilor Albert said the Committee is working on their budget.

Planning Board –Councilor Larochelle
Councilor Larochelle said the Board is working on a comprehensive Street and Road Ordinance.

Lisbon Development Committee – Councilor Larochelle
Mr. Cunningham said the LDC is working on teh RFP for Pinewoods Road and will be meeting with teh Conservation Commission.

Conservation Commission – Councilor Moore
Councilor Moore said they discussed the Pinewoods landfill site. He added that the middle pond at Beaver Park is nearing breach due to flooding and clogged drains. he said they also discussed Beaver Park forestry.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller announced that April 27 is Read Books Celebration Day, and in Lisbon Falls 4 local authors will be at Olive Pit.

Water Commission – Councilor Robishaw
Councilor Robishaw reviewed teh Water Commission's discussion, and said they are not selling the Tower and will replace two hydrants. He said Councilor Albert will attend teh next meeting on May 14th.

Finance Committee – Councilor Robishaw
Councilor Robishaw said there is no meeting but a new CIP has been sent to the Town Manager.

COUNCIL COMMUNICATIONS

Councilor Larochelle said he spoke with Mr. Fellows regarding his concerns.
Councilor Albert thanked the Wardens for their input.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

Executive Session per 1 MRSA § 405(6)(e) Consultation with Legal Counsel
VOTE (2024-075) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 MRSA Section 405(6)(e) Consultation with Legal Counsel at 8:58 pm.
Order Passed – Vote 7-0.

ADJOURNMENT

To Adjourn
VOTE (2024-076) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to adjourn at 8:58 pm.
Order Passed – Vote 7-0.

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Lisa M. Ward, Council Secretary

Date Approved: