Town Council
Meeting Minutes
February 6, 2024
LISBON TOWN OFFICE
6:00 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 6:03 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 15 citizens in the audience. State Representtive Rick Mason and State Senator Jeff Timberlake were also in attendance.

EXECUTIVE SESSION

Executive Session for:
VOTE (2024-021) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 MRSA Section 405(6)(a) Personnel Matters for a reorganization discussion, and per 1 MRSA Section 405(6)(c) Economic Development for TIF negotiation discussion.
Order Passed – Vote 6-0.

VOTE (2024-021A) Council Member Larochelle, seconded by Council Chair Moore, moved to return from Executive Session at 7:00 pm.
Order Passed – Vote 6-0.

Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters - Re-organization Discussion

Executive Session per 1 MRSA Section 405 (6)(c) Economic Development for TIF Negotiation Discussion
VOTE (2024-021B) Council Member Larochelle, seconded by Council Chair Moore, moved to _ _____
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Presentation of Sentiments
State Representative Rick Mason, along with State Senator Jeff Timberlake, presented Sentiments from the Legislature for the following:

- Retired Police Sergeant Harry Moore, Jr., for his 40 years of service to Lisbon as a Police Officer.
- The Pejepscot Sno Chiefs, for their 50 year anniversary in Lisbon.
- Mark Stevens, Recreation and Parks Department Director, in recognition of his receipt of the William W. Haskell Distinguished Professional of the Year Award from the Maine Recreation and Parks Association.

Additional Good News
Ross Cunningham, Economic & Community Development Director, announced that on Friday afternoon starting at 3PM there will be ribbon cuttings for 4 new businesses in the downtown area: J.

Plum Home, Fancy Farmhouse, Arched Brows & Beauty, and the new owners of Frank's. Then on Saturday, February 10, in Lisbon Falls and spreading into the rest of Lisbon, is the Loving Lisbon event. There will be sales, activities, a maker's market and multiple other events held at local businesses.

Councilor Moore said the Girls Cheerleading Team won the Regionals and MVC Championships and are heading to the State competition. He congratulated them for their hard work.

PUBLIC HEARINGS

Finance Committee Revisions

Town Manager Glenn Michalowski suggested the item be tabled due to insufficient notice for the Hearing.

VOTE (2024-021B) Vice Chair Robishaw, seconded by Council Member Lunt, moved to table the Hearing for the next meeting.

Order Passed – Vote 6-0.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Item taken up out of order after Consent Agenda. There were no speakers.

CONSENT AGENDA

Consent Agenda Items

VOTE (2024-022) Council Member Larochelle, seconded by Council Member Keller, moved to accept the Consent Agenda as presented.

Order Passed – Vote 6-0.

Municipal Accounts Payable Warrants $ 338,565.97

Municipal Payroll Warrants $ 226,309.58

School Accounts Payable $190,583.83

School Payroll Warrant $407,263.62

Set Public Hearings for Slovak Catholic Association's Liquor and Special Entertainment License Renewal and Flux Restaurant's Liquor License Renewal for February 20, 2024.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Downtown Director/Community Development Specialist Position and Funding

Economic Development Director Ross Cunningham presented information to the Council to create a new position called Downtown Director and Community Development Specialist and to discuss the funding for the new position. He described the need and the advantages for the town to add this position.

Bill Kuhl, representing Positive Change Lisbon, added history and comments to support the request as well. Anne Ball, Program Director at the Maine Development Foundation and overseer of the Maine Downtown Center which is part of the National main Street program, presented a video and comments in support of the new position.

Mr. Cunningham thanked the speakers and encouraged a combination of efforts to reach the level we should be at, and requested a 5 year commitment. He also reiterated that the Dingley TIF would help to finance this.

The Chair, Harry Moore, agreed to allow Public Comments and Questions on this matter from some local businesses.

Traci Austin, from Austin Properties, said she's in favor of the new position because the PCL members and other committee members are all volunteers. She posited that the committees need a point-person for all they do.

Councilor Larochelle, also a member of the Lisbon Development Committee and Positive Change Lisbon, supported the idea of having a main person to keep things moving forward.
Councilor Moore thanked everyone who works for the town, especially volunteers, for an impressive contribution to the town.

VOTE (2024-022) Council Member Larochelle, seconded by Council Member Cain, moved to approve the creation of a Downtown Director/Community Development Specialist position as presented, to be funded from the Downtown TIF and Dingley TIF for five (5) years.
Order Passed – Vote 6-0

Approve Finance Committee Revisions--Second Reading
VOTE (2024-023) Council Member Larochelle, seconded by Council Member Lunt, moved to re-set the Hearing for the revisions to the Finance Committee structure to February 20.
Order Passed – Vote 6-0.

Authorize Police Officers to act outside their jurisdiction.
Chief McGee said the goal for this authorization is to be accredited and optional arrest powers. Council discussed the authorization with Chief McGee's input.

VOTE (2024-025) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize Police Officers, per Title 30-A, Section 2671-2A, to act outside their jurisdiction..
Order Passed – Vote 6-0.

Approval of Expansion of Naloxone Program
Chief McGee presented his proposal to expand the Naloxone ("Narcan") Program to the Council, and confirmed it will be in schools, as well. He also said he is looking for a Drug Abuse Counselor to complement the Police Department's efforts.

VOTE (2024-026) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Naloxone Emergency Box Program as presented.
Order – Vote 6-0.

Repairs and funding for Municipal Parking Lot Lights
Mr. Cunningham presented his information regarding better lighting and maintenance of the Municipal Parking Lots to the Council. We have a safety issue with the lack of lighting in the Lisbon Falls municipal parking lot, including Route 196 and Union Street. Only 5 of the 17 lights are currently functioning and one is missing. We have received an estimate for repair of these lights to replace the heads and wiring. This project does not require the bid process since it is an equipment repair per Section 86-35 (a). The estimate total is $35,954.00 and would be done by Enterprise Electric. This will include changing the heads on the Route 196 lights (5 of them) to a light that resembles the new Main Street lights, and the remaining heads would be similar to the current ones. We would like to have some additional funding (15% contingency) in the event that additional issues are discovered during the repair process. This project would be funded by the Downtown TIF. Staff recommends approval of $41,500 of Downtown TIF Funding to repair the 17 lights that provide safety lighting to our municipal parking lot in Lisbon Falls.

VOTE (2027-027) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To approve the repair of 17 parking lot lights in the Lisbon Falls Municipal Parking Lot, including Route 196 and Union Street, funded by the Downtown TIF in the amount of $41,500.00..
Order – Vote 6-0.

Order Authorizing the Establishment of a February Vacation Camp Program (2024)
Parks & recreation Director Mark Stevens offered information about the program to the Council. Many families in Lisbon struggle with childcare during school vacations, leading to financial strain or gaps in care. Parks & Recreation proposes a February Vacation Camp program for grades K-5, offering supervised activities like snow play, crafts, and games. The program aims to fill the childcare gap and provide a fun, safe environment for children. A Daily fee of $50 with discounts for full-week registration and siblings would apply. The Program operates within existing budget guidelines.

VOTE (2024-028) Vice Chair Robishaw, seconded by Council Member Cain, moved to Approve the establishment of the February Vacation Camp program and authorize the Parks & Recreation Department to proceed with implementation..
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee
No report.

Planning Board
Planning Board Vice Chair Nick Craig informed the Council about the most recent meeting.

Lisbon Development Committee
Mr. Cunningham spoke regarding the recent Development Committee meeting.

Conservation Commission
Councilor Moore asked Mark Stevens, Parks & Recreation Director, to report on the Forestry plans for Beaver Park.

Parks & Recreation Committee
Mark Stevens reported on the previous night's meeting, including a short Moxie Festival update and mostly geared toward sports and coaching opportunities.

County Budget Committee
No report.

Library Governing Board
Councilor Keller reoported there is a new book delivery program and Cuncilor Moore asked for more puzzles to be made available at the Library.

Water Commission
Councilor Robishaw reported the next meeiting is on February 13 at 5 pm.

Finance Committee
Councilor Robishaw said there are still 2 openings on the Finance Committee. He added that one suggestion from the Committee is that the members (of other committees, as well) be registered voters. He also said the last Town audit was about 5 years ago, it may be time for another. He said the next meeting is February 26, it will be the last Monday of the month.

Town Manager's Report
Mr. Michalowski said the Council tour could be February 26th with a rain date of the 28th, asked if that works for Council. He said it could be a multi-day event if needed, there was not a consensus.

MidCoast Humane asked to waive the impound fee for a family struggling financially. The loose dog will be spayed/neutered at no charge, but the ordinance does not allow the manager to waive the fee.

VOTE (2024-028A) Vice Chair Robishaw, seconded by Council Member Cain, moved to waive the $50 impound fee at MidCoast Humane.
Order Passed – Vote 6-0.

VOTE (2024-028B) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to amend the contract with MidCoast Humane to allow the Manager to waive the fee where it is deemed necessary.
Order Passed – Vote 6-0.

APPOINTMENTS

Council Appointment of Election Wardens
The Presidential Primary and Municipal Election will be Tuesday, March 5. Rick Roberts and Debbie
The Presidential Primary and Municipal Election will be Tuesday, March 5. Rick Roberts and Debbie
Hill have served as Warden and Deputy Warden for Lisbon for many years and will serve Lisbon well.

VOTE (2024-029) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Appoint Richard Roberts as Election Warden and Debra Hill as Deputy Election Warden for the March 5 Elections.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Robishaw spoke about the row of fencing.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION II

Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters - Town Manager's Annual Review
Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters - Town Manager's Annual Review

VOTE (2024-030) Council Member Larochelle, seconded by Council Member Cain, moved to enter into Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters for the Town Manager's Annual Review.
Order Passed – Vote 6-0.

VOTE (2024-030A) Council Member Larochelle, seconded by Council Member Cain, moved to Exit Executive Session at 9:10 PM.
Order Passed – Vote 6-0.

ADJOURNMENT

To Adjourn
VOTE (2024-031) Council Chair Moore, seconded by Council Member Lunt, moved to Adjourn at 9:10 pm.
Order Passed – Vote 6-0.

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Lisa M. Ward, Council Secretary

Date Approved: August 20, 2024