Town Council
MEETING MINUTES
November 21, 2023
LISBON TOWN OFFICE
6:00 PM - COUNCIL MEETING & WORKSHOP
Unapproved Minutes

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Donald Fellows
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, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Town Attorney Stephen Langsdorf; and approximately10 citizens in the audience.

WORKSHOP

EMS Options for Lisbon

EXECUTIVE SESSION

Per 1 MRSA Sec. 405 (6)(c) Economic Development
VOTE (ORDER 2023-199) Council Member Larochelle, seconded by Council Member Fellows, moved to enter into Executive Session per 1 MRSA Section 405(6)(C) Economic Development at 7:12 PM.
Order Passed – Vote 7-0.
VOTE (ORDER 2023-199A) Council Member Fellows, seconded by Council Member Larochelle, moved to return from Executive Session to the regular meeting at 7:40 PM.
Order Passed – Vote 7-0.

GOOD NEWS & RECOGNITION

PUBLIC HEARINGS

MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor) License Renewal
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

CONSENT AGENDA

Consent Agenda Items
VOTE (ORDER 2023-198) Council Member Fellows, seconded by Vice Chair Robishaw, moved to Approve the Consent Agenda as presented..
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants - $ 753,769.89

Municipal Payroll Warrants - $ 213,516.25

School Accounts Payable - $ 505,186.05

School Payroll Warrant - $ 832,444.52

MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor) License Renewal

Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit

Set Public Hearings for December 5 for Renewal Automobile Graveyard Permits

Set Public Hearings for December 5 For Renewal of Liquor and Special Entertainment Licenses for Coombs-Mountfort

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Emergency Appropriation for Sewer Department
VOTE (ORDER 2023-200) Council Member Fellows, seconded by Council Member Larochelle, moved to authorize an emergency appropriation affecting property for a transfer of $218,350.61 from Sewer Department anticipated revenues, and $152,572.30 from unappropriated funds within the Sewer Department account, to fund a required annual debt service payment to the U.S. Department of Agriculture. .
Order Passed – Vote 7-0.

Disposal of 7 Farnsworth Street
VOTE (ORDER 2023-201) Council Member Larochelle, seconded by Council Member Fellows, moved to authorize the disposal of the 7 Farnsworth Street property in accordance with Maine Statutes.
Order Passed – Vote 7-0.

Ratify November 7th Election Results
VOTE (ORDER 2023-202) Council Member Larochelle, seconded by Council Member Cain, moved to ratify the November 7, 2023 Election Results.
Order Passed – Vote 7-0.

OTHER BUSINESS

Friends of Worumbo Annual Update

Lisbon Emergency Medical Services Discussion
VOTE (2023-204) Council Member Larochelle, seconded by Council Member Fellows, moved to authorize staff to work with legal counsel to amend and extend the Lisbon Emergency contract, to activate a Public Safety Committee, and to discuss Lisbon Emergency services and integration.
Order Passed – Vote 7-0.

Treasurer's Report

Town Manager's Report

Public Safety Building Study and Next Steps
Mr. Michalowski said the Public Safety Building Study has been completed. He presented information to the Council with a list of recommendations.

Building a Maintenance Team into FY25 Budget: We currently lack a facilities manager or director responsible for long-range capital planning, repairs, custodial work, and HVAC management. I propose creating a Facilities Manager Position in the next budget to address these needs. This division would start with all our public facilities, and eventually expand to include the joint public safety facility.

Documentation of Day-to-Day Operational Issues: The Police and Fire Departments should continue to document their daily operational challenges in their current facilities. This information will be vital for incorporating specific needs into the eventual design of the public safety building.
Amend the Comprehensive Plan: We should consider amending the Comprehensive Plan to include the construction of the joint public safety facility. This amendment would reflect our commitment to enhancing our town's infrastructure and public safety capabilities.

Explore Funding Opportunities: Investigating grants, Tax Increment Financing (TIF), and identifying other funding sources is crucial. This approach aims to reduce the reliance on bonding for the entire construction cost. Current estimates are for a 29,570 square foot building. There's potential to offset some of these costs through federal funds and other grants.

Evaluate Construction Methods: We need to evaluate different construction methods for the public safety building, including design-build, design-build bridge, construction manager at risk, and progressive design-build. These methods offer various benefits in terms of cost, time, and management, which we should consider for the most efficient construction process.

Land Acquisition and Site Viability: I recommend the council authorize the use of the special reserve account for blighted properties MUNIS 20000000-25900-200 “Sale of Surplus Property” ($138,273) to explore and potentially purchase land for construction. Two areas have been identified as suitable based on response times, but they require land acquisition.

Acquire Professional Services for RFQ and RFP Design: Engaging professional services to design the Request for Qualifications (RFQ) and Request for Proposals (RFP) is a necessary step. This will ensure we attract qualified contractors and firms for the construction of the public safety building.

Create an Ad Hoc Committee for Oversight and Advisory: I propose the formation of an Ad Hoc Committee to oversee and advise throughout the construction process. This committee should include councilors, the Fire Chief, the Police Chief, town management, the Finance Director, and subject matter experts from the community at large. Their combined expertise and perspectives will be instrumental in guiding the project to successful completion.

Each of these steps is critical for progressing toward the realization of our new public safety building, enhancing the effectiveness and efficiency of our town's emergency services.

VOTE (2023-202A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to begin the due diligence process to move forward with a Public Safety Building and to authorize the use of a special account..
Order Passed – Vote 7-0.

Public Works Building - Mold and Water Intrusion

Land Use Enforcement Action - 8 Lisbon Road
Mr. Michalowski said that Mr. Maung did not show up to the meeting, did not execute the consent agreement, and did not pay the fines. He said the legal fees will be recouped through the lien.

VOTE (2023-202B) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to institute action against Mr. Maung for land use violations at 8 Lisbon Rd.
Order Passed – Vote 7-0.

Council Committee Reports:

School Committee – Councilor Larochelle

Planning Board –Councilor Fellows

Lisbon Development Committee –Councilor Lunt

Conservation Commission – Councilor Moore

Parks & Recreation Committee – Councilor Moore

County Budget Committee –Councilors Moore/Lunt

Library Governing Board – Councilor Keller

Water Commission – Councilor Fellows

Finance Committee – Councilor Robishaw

APPOINTMENTS

COUNCIL COMMUNICATIONS

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

ADJOURNMENT

To Adourn

VOTE (ORDER 2023-203) Council Member Larochelle, seconded by Council Member Keller, moved to Adjourn at 8:35 PM.

Order Passed – Vote 7-0.

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Lisa M. Ward, Council Secretary

Date Approved: