Town Council
MEETING MINUTES
December 5, 2023
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING
Unapproved Minutes

Harry Moore, Jr.
Raymond Robishaw
Mark Lunt
Donald Fellows
Jo-Jean Keller
Christine Cain
Fern Larochelle

CALL TO ORDER & PLEDGE TO FLAG

The Town Clerk, Lisa Ward, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:59 PM.

INAUGURATION OF ELECTED OFFICIALS & COUNCIL ORGANIZATION

Swearing In of Elected Officials

The Town Clerk, Lisa Ward, announced the Election results and introduced the newly elected officials for Lisbon. She then called them forward to be sworn in. The following officials were sworn in to begin official duties:

- Town Council: Fern Larochelle, elected with 1,409 votes
- School Committee: Leonard Lednum, elected with 1,899 votes
- Water Commission: Allen Ward, elected with 1,972 votes

Election of Council Chairperson

The Town Clerk solicited nominations from the Town Council for Chair of the Council. Councilor Fellows nominated Councilor Moore. There were no further nominations; the Clerk asked for a Vote.

VOTE (ORDER 2023-218) Council Member Fellows nominated Harry Moore for Chair of Town Council.
Order Passed – Vote 7-0.

Election of Council Vice Chairperson

The Town Clerk solicited nominations from the Town Council for Chair of the Council. Councilor Larochelle nominated Councilor Robishaw. There were no further nominations; the Clerk asked for a Vote.

VOTE (ORDER 2023-207) Council Member Larochelle, seconded by Council Member Cain, moved to elect Councilor Robishaw as Vice Chairperson to the Town Council.
Order Passed – Vote 6-0.

Recess

VOTE (ORDER 2023-208) Committee Member Fellows, seconded by Council Chair Moore, moved for a short recess before resuming the regular meeting.
Order Passed – Vote 7-0.

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; and approximately 12 citizens in the audience.

GOOD NEWS & RECOGNITION

Town Manager Glenn Michalowski recognized the staff at Beaver Park and Karen Durisko for the beautiful holiday wreath hanging in the Council room. He said it was made by Ms. Durisko and the boughs were gathered from the park by Parks and Recreation staff. He said it would hang in the room for a week, then be moved to the outer wall of the Town Office building for the public to view and enjoy.

PUBLIC HEARINGS

The Chair opened the Public Hearings; there were no comments. The Chair closed the Hearings.

Renewal of Automobile Graveyard Permits For Campbell's Used Auto Parts, Inc. & Huston's Auto Salvage

Renewal of Liquor and Special Entertainment Licenses for American Legion Coombs-Mountfort

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

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.

VOTE (ORDER 2023-205) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants - $ 22,021.73

Municipal Payroll Warrants - $ 254,466.73

School Accounts Payable - $ 171,346.97

School Payroll Warrant - $16,453.01

Set Public Hearing for January 2, 2024 for Liquor License & Special Entertainment Permit for Railroad Tavern, Olive Pit Brewing & Lisbon Left Hand Club

Renewal of Automobile Graveyard Permits For Campbell's Used Auto Parts & Huston's Auto Salvage

Renewal of Liquor and Special Entertainment Licenses for American Legion Coombs-Mountfort

Approve the Minutes of September 19 & October 3, 2023

Set a Public Hearing for BBB Pharmaceuticals Alternatives for Renewal of a Medical Marijuana Retail Store

Set a Public Hearing for Crystal Spring Healing Alternatives Medical Marijuana Retail Store & Medical Marijuana Manufacturing

Set a Public Hearing for Advisory Board Ordinance Revisions

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Reimbursement of Burrough Road Bridge Expenses
Mr. Michalowski said the town's attorney recommended this resolution, which will allow us to reimburse ourselves for expenses incurred regarding the Burrough Road Bridge. He said we will use it as a bond anticipation note, so it is basically a line of credit. He added we may not need to bond the

full amount, so we'll only draw down on what we actually use. He said we will know by mid-February if we are getting the federal assistance money, but if not we will have the bond.

VOTE (ORDER 2023-209) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve reimbursement of Burrough Road Bridge Expenses Already Incurred from Future Debt Proceeds.
Order Passed – Vote 7-0.

To Authorize the Town Manager to Accept an Easement on Edgecomb Road
The Town Manager said there was a temporary easement in about 2010, but a permanent one was never secured. The Town Manager requested authorization to accept an easement to allow existing Town-installed drainage located at 58 Edgecomb Road and to authorize payment in exchange for the easement. He explained the payment would come out of overlay.

Councilor Keller asked if there is a provision for erosion. Mr. Michalowski recommended an Executive Session if Council wished to discuss any further details due to potential litigation. He confirmed it is not currently under litigation, and will remain out of litigation if Council passes this resolution.

VOTE (ORDER 2023-210) Council Member Fellows, seconded by Council Member Larochelle, moved to authorize the Town Manager to accept an easement to allow existing Town-installed drainage located at 58 Edgecomb Road (Map R01, Lot 002) and to authorize payment of $12,000 from the 10000000-50900 account in exchange for the easement.
Order Passed – Vote 7-0.

To Adopt the 2024 Policy on Treasurer's Disbursement Warrants for Municipal Employees
Mr. Michalowski explained that this is a policy change to additionally designate someone to execute the disbursement warrants, which would allow one Councilor to sign on behalf of the Council.

VOTE (ORDER 2023-211) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the 2024 Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees.
Order Passed – Vote 7-0.

To Adopt The 2024 Policy on Treasurer's Disbursement Warrants for School Employees
Mr. Michalowski explained that this is a policy change to additionally designate someone to execute the disbursement warrants, which would allow one Councilor to sign on behalf of the Council.

VOTE (ORDER 2023-212) Council Member Larochelle, seconded by Council Member Cain, moved to adopt The 2024 Policy on Treasurer's Disbursement Warrants for School Employee Wages and Benefits.
Order Passed – Vote 7-0.

Erosion Control & Sedimentation Ordinance - First Reading
Mr. Michalowski said there were minor changes that needed to be done, but the meat of this change will allow 3rd party inspections at the expense of the applicant. He said the fee structure and policy would go to Planning Board in January, so Council will approve that in the future. Councilor Fellows, as Council Liaison to the Planning Board, said the removal from Chapter 70 makes all the sense in the world.

VOTE (ORDER 2023-217) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the Erosion and Sedimentation Control Ordinance and set a Public Hearing for January 2, 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 Fellows. Nays – None.
Order Passed – Vote 7-0.

OTHER BUSINESS

Sewer Department Centrifuge Replacement Project Update

Steve Aeivoli, Sewer Superintendent, said the Centrifuge Replacement Project was approved in April 2022, and that due to a large amount of electrical work needed, the design is now complete. He said the DEP has approved it and it will go to bid. He said he hopes to see it come to Council in February for approval.

Councilor Larochelle said he is anticipating we will see inflation affect the project. Mr. Aeivoli said that there at no signs that we'll need more budgeted.

Town Manager's Report

Mr. Michalowski said the phone upgrades were made, and thanked the Clerk's office for additional assistance with that.

- The ROS I workshop--Council had discussed a couple of months ago regarding changes to ROS I & ROS II and wanted to do some stakeholder engagement with property owners. He said we put some marketing materials out today, and will have a stakeholder engagement session on January 25th at 6PM. He said the information on the changes is available online for any who would like to know more details.
- First snow of winter--the Manager said he would like to remind folks in town about the parking bans in winter, he said we have information on our website and social media.
- Mr. Michalowski welcomed Tom Hibbert from Tri County Mental Health as a part time options counselor for alcohol and drug addiction issues, he will work with the Police Department on Tuesdays, Wednesdays and Fridays. He said there is no cost to the town, it is fully grant-funded. He said this is a good resource for residents who are struggling with those issues.

Council Goals

Council Chair Moore asked the members of the council to bring their goals to the second meeting in January to revisit Goals, to bring 4-5 new goals to the meeting. He requested the Manager to bring some, too.

Council Committee Reports:

School Committee

Councilor Cain said they met last week. She said the student voice presented their case for weighted GPAs and that is being examined. There was also a recap of state testing and dyslexia screening.

Planning Board

Councilor Fellows said they didn't meet last month but they meet next on December 14th.

Lisbon Development Committee

No report.

Conservation Commission

Councilor Moore said the next meeting is in April.

Parks & Recreation Committee

Councilor Larochelle said their meeting is next week.

County Budget Committee

No report.

Library Governing Board

Councilor Keller said there is a lot going on. She said there will be a holiday party and walk around to sing carols and give gifts on the 16th. She said she is happy to say that the library is responding to the recent shooter event by making available a book called "Inside the Mission to Stop Mass Shootings in America." She said it is very well written and researched, and talks about possibilities for intervention and what we can do next.

Water Commission

Councilor Fellows siad they will meet again on the 12th.

Finance Committee

No report.

APPOINTMENTS

Re-Appoint Jesse Zack to Zoning Board Of Appeals

VOTE (ORDER 2023-213) Council Member Larochelle, seconded by Council Member Lunt, moved to Appoint Jesse Zack to Zoning Board Of Appeals.

Order Passed – Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Fellows read his letter of resignation to the Council. He said he is leaving for Hawaii and cannot be here, and resigns in accordance with Council Policy effective December 23, 2023.

Council Chair Moore accepted the resignation with reluctance. He said Councilor Fellows has been very active and has been beneficial to the council, and commended him for that. Councilor Robishaw added that for the past two years, anything Councilor Fellows is assigned he does 150% and he will be missed. Councilor Keller thanked Councilor Fellows for his skill, expertise and wisdom. Councilor Lunt also thanked Fellows for his work on the Planning Board and said he appreciated the expertise and thoughtfulness Fellows brought to that. Councilor Larochelle said that Councilor Fellows has always given his all, even when they are on different sides of discussions. He said of Fellows that he is a good example of how you can disagree and both take something away from the discussion. He thanked Fellows for his time and reminded him there are other committees that could use his expertise.

Councilor Robishaw said some town residents would like to know if we can do something with the tree at the gazebo across from the high school. He said the lights look bad, can we make them look better, or can we remove them. Councilor Larochelle said the tree is getting too large, even to decorate with a lift. He said the gazebo is nice, maybe there should be a smaller tree to put next to the gazebo. He said the tree has gone beyond its days of being decorated, though people did work hard on it. Further discussion touched on replacing it with a smaller tree, finding a way to decorate the large tree, and other ways to decorate the tree.

Councilor Keller said she attended the National Incident Management Systems training recently and recommends it to everyone. She said it was informative and exhausting, and shared some of the information she brought from it. Mr. Michalowski said the training is required since the Council adopted the NIMS resolution, and added that he could set it up for any who hadn't yet had the training. Councilor Keller said she also attended the Androscoggin-Sagadahoc County Extension meeting, they do a lot with farmers. She reminded folks that they are ready to help farmers and there was information on the five conflict styles that people have. She offered this information to the other members of the Council, as well.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)

VOTE (ORDER 2023-214) Council Member Larochelle, seconded by Council Member Fellows, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A).

Order – Vote 7-0.

ADJOURNMENT

To adjourn.

VOTE (ORDER 2023-215) Vice Chair Robishaw, seconded by Council Member Cain, moved to adjourn at 8:22 pm.

Order Passed – Vote 7-0.

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Lisa M. Ward, Council Secretary

Date Approved: