



**Town Council  
MEETING MINUTES  
August 15, 2023  
LISBON TOWN OFFICE  
6:00 PM - COUNCIL MEETING**

**Unapproved Minutes**

**CALL TO ORDER & PLEDGE TO FLAG**

The Chair, Harry Moore, called the meeting to order 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; Nicholas Craig, Planning Board member; Bill Kuhl, Associate Planning Board member; and approximately 6 citizens in the audience.

**EXECUTIVE SESSION**

**ORDER 2023-150 Personnel Matters per 1 M.R.S.A. § 405(6) (A)**

**VOTE (2023-150)** Councilor Larochelle, seconded by Council Member Fellows, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6) (A) at 6:02 PM.

**Order Passed– Vote 7-0.**

**VOTE (2023-150A)** Council Member Larochelle, seconded by Council Member Fellows, moved to resume the regular meeting at 7:09 PM.

**Order Passed– Vote 7-0.**

**GOOD NEWS & RECOGNITION**

Ross Cunningham said a new mural is being mounted on the wall on Union Street at the University of Maine, and the ribbon cutting is on August 16th at 11:30 am.

Chair Harry Moore recognized Alex Renaud, the Town Intern, for his hard work in the various town departments this summer with a Certificate of Appreciation. Mr. Cunningham said that the Economic Development, Human Resources, Town Manager, and Clerk's offices all benefited from having him here as an intern and wished him well as he returns to college for the Fall semester.

Councilor Fellows said he would like to recognize the Registration and Tax Collection clerks for their professionalism and efficiency at the front desk. He said he observed Lori Horton and Amy Scribner, along with Tina Taylor, perform their duties extremely professionally and knowledgeably when he visited the front desk to register his car. He said they are on the front lines and do a good job representing Lisbon to our residents.

**PUBLIC HEARINGS**

Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin

**The Chair opened the Public Hearing.** There were no comments. The Chair closed the Public Hearing.

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

None.

**CONSENT AGENDA**

**ORDER 2023-151 Consent Agenda**

**VOTE (2023-151)** Council Member Fellows, seconded by Council Member Lunt, moved to Approve

the Consent Agenda as presented.

**Order Passed – Vote 7-0.**

Municipal Accounts Payable Warrants - \$1,072,682.22

Municipal Payroll Warrants - \$ 620,367.10

School Accounts Payable Warrants - \$ 633,848.84

School Payroll Warrants - \$726,990.12

Minutes of July 11th and 26th, 2023

Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin

Set Public Hearing for September 5<sup>th</sup> for Itinerant Vendor's License for Beach Betti's

Set Public Hearing for September 5<sup>th</sup> for Victualers and Itinerant Vendor License for Benchwarmerz & Mannie's Phillie 2 Me

### **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

#### **ORDER 2023-152 Funding request for Public Parking Lot Design on Worumbo Property**

The Lisbon Development Committee requests the use of up to \$22,000.00 from the Downtown TIF funds to utilize Olver Associates to work with the LDC to design a plan and create construction documents to create an attractive and functional public parking lot.

Ross Cunningham said the Friends of Worumbo takes care of the green space, the Town is the parking lot. He said we are looking for a nice lot, and this bid is from the Town Engineer, Mandy Olver. He said the Downtown TIF is currently at about \$200,000.00, next July it will add about \$97,000.00 to that.

Councilor Moore asked what the plan is for the lot. Mr. Cunningham said this is the funding to create the plan.

Councilor Fellows said he was at the LDC meeting, it was very thoroughly discussed. He said Mandy Olver has the most knowledge about what we would like to see there.

Councilor Larochelle asked to emphasize a safer crosswalk there. Mr. Cunningham said Olver and Associates can oversee it when we decide to do it. He said the parking lot is in very rough shape, we need it. Discussion regarding the poor condition of the lot followed.

**VOTE (2023-152)** Councilor Fellows, seconded by Larochelle, moved to approve the LDC to work with Olver Associates to design and plan a public parking lot at the Worumbo property using up to \$22,000.00 of Downtown TIF funds.

**Order Passed – Vote 7-0.**

#### **ORDER 2023-153 Authorize Town Manager to Execute Quitclaim Deed**

Mr. Michalowski said the owner paid the back taxes and the property will now go back to him.

**VOTE (2023-153)** Councilor Larochelle, seconded by Councilor Fellows, moved to authorize the Town Manager to execute a quitclaim deed to George Rehfield for the tax-acquired property at 15 Wing Street, Map U26, Lot 074 upon receipt of payment in full of all back taxes, sewer fees, interest and related costs.

**Order Passed– Vote 7-0.**

#### **ORDER 2023-154 Charter Amendment to Change Elections for School Committee to June**

*First Reading:* This amendment will provide that elections for School Committee members and the

School Department Budget validation referendum should both occur annually on the second Tuesday of June. This is a change only for the election of the Committee members. The current Charter provides for School Budget validation in June and Committee member elections at the General Election in November.

Len Lednum, School Committee member and recent appointee, said it is difficult to come onto the committee in November because the retreat is in August and includes valuable information and training that new members need. He referenced Superintendent Green's memo to the Council regarding the changes, saying it is in the best interest of the town to change the committee elections to June.

**VOTE (2023-154)** Councilor Fellows, seconded by Councilor Larochelle, moved to adopt the amendments to the Lisbon Town Charter that would modify Article IV, Sections 4.01, 4.04, and 4.05, Article VI, Section 6.04, Article VII, Section 7.01, and Article IX, Section 9.01 to provide that elections for School Committee members and the School Department Budget validation referendum shall occur annually on the second Tuesday of June; and to set the Public Hearing for Tuesday, September 5, 2023 at 5:00 pm.

**Roll Call Vote: Yeas – Council Chair Moore, Council Member Fellows, Council Member Keller, Council Member Larochelle, Vice Chair Robishaw, Council Member Cain, Council Member Lunt. Nays – None.**  
**Order Passed – Vote 7-0.**

**VOTE (2023-154A)** Council Member Robishaw, seconded by Council Member Moore, moved to accept the language for the referendum for Question 1, and to Recommend Yes on the Ballot for the November 7, 2023 election.  
**Order Passed– Vote 7-0.**

**ORDER 2023-155 Ordinance Authorizing Issuance of Bonds for Burrough Road Bridge Project**  
*First Reading:* This Bond Ordinance is for the purpose of financing the design, permitting, and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road.

Mr. Michalowski said we have a strict timeline to meet to get this on the November ballot. He said we can't assume we will get funding from another source, and if the Town does not approve, we won't be able to build the bridge if it's not funded another way.

Council Member Larochelle said \$650,000.00 is to reconstruct the same bridge, and that it would be closer to \$1 million to rebuild. He said he wondered if we should go with a \$1 million bond to make sure the bridge gets built. Mr. Michalowski responded that we could change the \$650,000.00 to \$1 million.

Council Member Lunt said that he would prefer to stay with the \$650,000.00.

Council Member Robishaw asked if Public Works could build the bridge. He said it's really an oversized culvert. He said once the engineers do their work, maybe Public Works can do it. Mr. Michalowski said we have time to talk with the Director.

**VOTE (2023-155)** Council Member Larochelle, seconded by Council Member Robishaw, moved to approve the Bond Ordinance as presented for the purpose of financing the design, permitting, and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road; and to set the Public Hearing for

**Tuesday, September 5, 2023 at 7:00 pm.**

**Roll Call Vote: Yeas – Council Chair Moore, Council Member Fellows, Council Member Keller, Council Member Laroche, Vice Chair Robishaw, Council Member Cain, Council Member Lunt. Nays – None.**

**Order Passed – Vote 7-0.**

**VOTE (2023-155A) Council Member Robishaw, seconded by Council Member Moore, moved to accept the language for the referendum for Question 1, and to Recommend Yes on the Ballot for the November 7, 2023 election.**

**Order Passed – Vote 7-0.**

### **ORDER 2023-156 Approve Election Warrant**

To set the Election for November 7, 2023. Clerk Lisa Ward presented the warrant with the following offices to be determined: Councilor – At Large (Vote for One) 3 Year Term, School Committee – (Vote for One) 3 Year Term and (Vote for One) 2 Year Term, and Water Commission – (Vote for One) 3 Year Term. Along with the following referendum questions to be determined:

#### **BOND ORDER – QUESTION 1**

**QUESTION: “SHALL THE MUNICIPALITY APPROVE THE CHARTER AMENDMENT SUMMARIZED BELOW?**

**SUMMARY: THIS AMENDMENT TO THE LISBON TOWN CHARTER WOULD MODIFY ARTICLE IV, SECTIONS 4.01, 4.04, AND 4.05, ARTICLE VI, SECTION 6.04, ARTICLE VII, SECTION 7.01, AND ARTICLE IX, SECTION 9.01 TO PROVIDE THAT ELECTIONS FOR SCHOOL COMMITTEE MEMBERS AND THE SCHOOL DEPARTMENT BUDGET VALIDATION REFERENDUM SHALL OCCUR ANNUALLY ON THE SECOND TUESDAY OF JUNE.”**

**YES**

**NO**

#### **BOND ORDER – QUESTION 2**

**QUESTION: SHALL AN ORDINANCE ENTITLED “ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$650,000 IN GENERAL OBLIGATION BONDS AND NOTES OF THE TOWN OF LISBON, MAINE” BE APPROVED AND RATIFIED?**

**YES**

**NO**

**VOTE (2023-156) Council Member Fellows, seconded by Vice Chair Robishaw, moved to Approve the Election Warrant for November 7, 2023.**

**Order Passed – Vote 7-0.**

### **OTHER BUSINESS**

#### **Council Committee Reports:**

##### **School Committee – Councilor Cain**

Council Member Cain said the School has had special meetings to fill staff openings.

##### **Planning Board – Councilor Fellows**

Council Member Fellows said the discussion was mostly about ROS I & II and the deadline for LD2003 regarding accessory dwelling units, which will go to the Council as an Ordinance Amendment once it goes through the Planning Board process.

##### **Lisbon Development Committee – Councilor Lunt**

Councilor Lunt requested Mr. Cunningham report. Mr. Cunningham said they are working on the Worumbo parking lot and the old landfill, as well as the abandoned buildings issue.

**Conservation Commission – Councilor Moore**

Councilor Moore said there are no recent meetings to report on, the next is September 13.

**Parks & Recreation Committee – Councilor Moore**

Councilor Larochelle had nothing to report.

**County Budget Committee – Councilors Moore/Lunt**

Councilor Moore said there was nothing to report, but the next meeting is August 23 at 5:30 pm.

**Library Governing Board – Councilor Keller**

Councilor Keller said the Library is finalizing the summer reading program and making sure they meet the needs of the community. She said there will be a Library card drive in September, and there are new programs coming.

**Water Commission – Councilor Fellows**

Councilor Fellows said he had nothing new to report, that the chlorination continues and corrosion control is next.

**Finance Committee – Councilor Robishaw**

Councilor Robishaw said he had nothing to report, they have not met recently. He stated there are openings on the committee that will need to be filled.

**Town Manager's Report**

Mr. Michalowski reported on the following:

- At the last meeting Chief McGee talked about speeding. He said the Chief reported on the investigation he did, that the Police Department talked to residents in that neighborhood. He said the Chief recommends adding two informational signs.
- Demolition at 6 Union Street begins August 28, he requested the road be closed on the 30th at 7am to 9am, and on the 31st from 7am to 3:30pm on Booker Street, the Manager is authorized for this already, informing the Council.
- Road Closure for a Positive Change Lisbon fundraiser.

**VOTE (2023-156A)** Council Member Larochelle, seconded by Council Member Keller, moved to authorize the Town Manager to close South Street between Addison and Main on August 26, 2023 from 1:00pm to 3:00pm for a Positive Change Lisbon fundraiser, contingent on reimbursement of related staff costs.

**Order – Vote 7-0.**

- The Potter Brook temporary bridge is complete.
- Room upgrades for Council Chambers are in progress, including sound and microphones.
- A new Deputy Clerk has been hired and will start at the end of the month.

**Statutory Quarterly Finance Report**

The Finance Director presented the attached report to the Council.

**ROS-1/ROS-2 Proposed Zoning Changes Discussion**

Nicholas Craig, Vice Chair of the Planning Board, and Kate Burch, the NorthStar Contract Planner, described the work the Board has been doing in a memo. Ms. Burch said now they would like to focus on what the Planning board will do moving forward. She outlined the options to Council,

including continuing to refine the Rural Open Space zones through the Planning Board along with a workshop with the Council. She said they would like to take a step back and have a Public meeting or listing session to be more inclusive. Mr. Craig said that, from the Board's perspective, they have had a lot of people asking to do things and they need to try to adjust to meet the needs of property owners.

Councilor Larochelle said the idea of public outreach is a good one, that Comprehensive plans change over the years, and some areas change.

Councilor Fellows said that, as liaison to the Planning board, he has listened to all the workshops and appreciates the time that's been put in. He said a better option might be a Public meeting, rather than a workshop.

Ms. Burch also pointed out that we will need to prioritize LD2003, the Housing Sensitivity Law, because the deadlines January 2024. She said we could then have a public meeting in early 2024. She said she will work with Town staff to set something up for public input. Mr. Craig said that he would be sure to get it on the agenda for the next Planning Board meeting to discuss timing for a public meeting.

### **APPOINTMENTS**

#### **ORDER 2023-157 Appointments to the Ethics Panel**

**VOTE (2023-157)** Council Member Fellows, seconded by Council Member Lunt, moved to Appoint Clyde Cavender to the Ethics Panel.

**Order Passed – Vote 7-0.**

#### **ORDER 2023-158 Accept Resignation of Dan Leeman as Associate Member of the Planning Board and appoint him as Regular Member to 2025**

**VOTE (2023-1528)** Council Member Larochelle, seconded by Done Fellows, moved to Accept the resignation of Dan Leeman as an Associate Member of the Planning Board, and Appoint Dan Leeman as a Regular Member of the Planning Board to 2025..

**Order – Vote 7-0.**

#### **ORDER 2023-159 Appointment to the Planning Board**

**VOTE (2023-159)** Council Member Larochelle, seconded by Council Member Fellows, moved to Appoint Natalie Thomsen to the Planning Board as an Associate Member.

**Order Passed – Vote 7-0.**

#### **ORDER 2023-160 Appointment to the Lisbon Development Committee**

**VOTE (2023-160)** Council Member Larochelle, seconded by Council Member Fellows, moved to Appoint Shae McGehee to the Lisbon Development Committee.

**Order Passed – Vote 7-0.**

#### **ORDER 2023-161 Appointment to the Finance Committee**

**VOTE (2023-161)** Council Member Larochelle, seconded by Council Member Fellows, moved to Appoint Sam Prindle to the Finance Committee.

**Order Passed – Vote 7-0.**

#### **ORDER 2023-162 Appointments to the Recreation Committee**

Councilor Larochelle suggested that, since the applicants have not attended any Recreation Committee meetings, they attend a couple of meetings to familiarize themselves with the Committee before appointment. The Council was in general agreement.

**No Motion was made, No Vote was taken.**

#### **ORDER 2023-163 Appointment of Emergency Management Director**

**VOTE (2023-163)** Council Member Fellows, seconded by Vice Chair Robishaw, moved to Appoint Lisa Ward as Lisbon Emergency Management Director..

**Order – Vote 7-0.**

### **COUNCIL COMMUNICATIONS**

Councilor Keller said there is new artwork on the University of Maine extension office building. She said the idea started pre-covid, it is called "Grow," and it is about planting, gardening, and so forth. She explained the next one is called "Learn," and it will reference 4H and the programs the extension office supports.

Councilor Fellows said that last week he and the Council Chair met with the assessors about taxes in Lisbon. He said he appreciated the in-depth knowledge and explanations. Councilor Moore said that taxes went up because the budget went up, and we did what we could and lowered it by a mill.

Councilor Moore said there are old cars at a defunct business on Route 196. Mr. Cunningham clarified that the owner would like to do demo and rebuild and that the Code Enforcement Officer has spoken to him. Councilor Larochelle added that it was a large topic of discussion at the recent LDC meeting.

### **AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS**

None.

### **ADJOURNMENT**

**VOTE (2023-164)** Council Member Larochelle, seconded by Council Member Lunt, moved to .  
**Order Passed – Vote 7-0.**

**ORDER 2023-164 To Adjourn**

**VOTE (2023-164)** Council Member Larochelle, seconded by Council Member Lunt, moved to To Adjourn.

**Order Passed– Vote 7-0.**

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Lisa M. Ward, Council Secretary

Date Approved: