



**TOWN COUNCIL  
WORKSHOP  
MEETING MINUTES  
MARCH 27, 2018**

Normand Albert, At Large 2018  
Kasie Kolbe, District 1 2018  
Allen Ward, District 2 2018  
Christopher Brunelle, At Large 2019  
Mark Lunt, District 1 2019  
Kris Crawford, District 2, 2019  
Fern Larochelle, At Large 2020

**CALL TO ORDER.** The Chairman, Allen Ward, called the meeting to order and waived the pledge of allegiance to the flag at 7:01 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Larochelle, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Kathy Malloy, Assessing; Ryan Leighton, Public Works Director; Steve Aievoli, Sewer Operations Manager; Diane Nadeau, Library Director; and approximately 3 citizens in the audience.

**BUDGET WORKSHOP**

**A. ASSESSING**

Ms. Malloy presented the Assessing budget. Ms. Malloy said she would like to have a more cost effective reference system for the maps and survey materials. Councilor Larochelle asked if it would be possible to digitize the records. Ms. Malloy said yes it could be done but she would need someone to scan the older records into the computer. This would be a more cost effective way for individuals to cross reference the records.

Ms. Malloy requested an additional \$14,560 for a 20 hour a week assistant. Ms. Malloy said she spends a lot of time making copies, answering phones, and asking routine questions that an assistant could accomplish. This would allow more time for completing assessment tasks. Ms. Malloy stated that many towns of similar size to Lisbon have an assistant working with the town assessor. Ms. Malloy said there is currently a severe shortage of assessors in Maine. As such, Ms. Malloy stated that an assistant could also be trained to be the future Assessor for Lisbon. Councilor Ward asked if we had an administration person in the past. Ms. Malloy said she was the administration person under the previous Assessor. Councilor Larochelle asked if it was possible to find the right person, that would train to be an Assessor who would be willing to work part time, and what hours would they work. Councilor Albert stated it came down to recruitment and if someone would be willing to work for just twenty hours. Ms Malloy said a good place to recruit would be the Property tax school held in August where new students have an opportunity to become certified at the end of the course. Ms. Malloy stated that even Maine Revenue Service was having a hard time finding people to fill these positions. Ms. Malloy stated that there were a lot of tasks that did not need a lot of training to begin the position.

Councilor Larochelle asked if realtors or appraisers get charged by other communities to looking up records. Ms. Malloy stated that most communities have a computerized system and people can research for themselves.

Councilor Ward stated the Town Manager recommended this item stay in the budget and he agreed, but asked the council for their thoughts. Councilor Albert stated he would like to see the rest of the department budgets before making any decision. Councilor Larochelle said he would like to see a clearer job description for the position as well.

Councilor Ward asked about line item 5215 Contracted Services. Ms. Malloy stated that it was more of a safety net or contingency fund for unexpected expenses.

**B. TECHNOLOGY**

Mr. Ryan Leighton stated the server and some of the software had been upgraded. Also, the Police Department will be brought onto the LisbonME domain. He said the town needs to continue with workspace replacements.

Councilor Albert asked if there was a refurbishment and lifecycle schedule for the equipment. Mr. Leighton said machines are on a five year warranty schedule.

Councilor Ward asked what the town needs to move forward with technology upgrades. Councilor Albert said we need a disaster recovery plan so that the town could still function.

Councilor Albert said funds for Public Access Television should be discussed. He asked if it might be cheaper to add computers to the library for the public to use for viewing the town meetings instead. The Council agreed to discuss this further in the future.

Mrs. Colston said she has had a lot of extra work building the Munis system than originally explained by the product manufacturer. She indicated the town has not received adequate support to transition over to this system. She mentioned at some point the current TRIO system will not be enough for Lisbon.

Councilor Ward noted this budget does not reflect the resources needed to address issues with the Munis system implementation. Mrs. Colston agreed.

Mr. Leighton said the TRIO representatives should also be brought into the discussion as they have a major upgrade coming out that will be web based.

Councilor Albert requested to attend a meeting Mrs. Colston will be having with the Munis system Representatives.

### **C. TOWN BUILDINGS**

Mr. Leighton stated some of the goals for the upcoming year included improving the integrity of the Town office, 385 Lisbon Street demolition, overhangs for both of the employee entrances, develop a HVAC system for Town Office, and new modular shelving for the Library.

Mrs. Barnes stated that the library shelving had been taking out of the budget and been placed in the unassigned fund along with the Transfer station door. Mr. Leighton stated that the projects could still possibly be covered by the current budget. Mrs. Barnes stated the proposed budget would then be lowered by \$18,000.

Councilor Ward asked about the demolition of 385 Lisbon Street. Mr. Leighton said the E.T. Smith Hose Co. project came in under budget and as such there is approximately \$15000 unused funds. These funds could possibly be used to demolish 385 Lisbon Street. Councilor Larochelle asked if we plan on selling the property, do we want to demolish the existing building or just sell the property.

Councilor Kolbe asked if the building was a safety concern. Mr. Leighton stated the utilities have been cut off and been secured.

Mr. Leighton said new modular library shelving had been estimated to cost approximately \$84,000. The contractor had offered several options for the shelves which could be either hand cranked or electrically driven and with three levels of safety security options. Mrs. Nadeau stated the shelves would double the linear footage and would be good for 20-25 years of growth.

Councilor Ward asked about the conversion to gas for the library. Mrs. Barnes stated that there were no bids for the Union Street project. Mr. Leighton said the recommendation was to see what the rest of the budget would look like and revisit the conversion. Councilor Ward stated if not the department is not planning on using the funds set aside for the conversion then those funds need to be put back into the budget for something else.

Councilor Ward asked why the town pays \$1100 for a dumpster when there is a Transfer Station. Mr. Leighton stated Public Works picks up the recycling but the trash is put in the dumpster. Councilor Ward recommended this item be removed from the budget.

### **D. PUBLIC WORKS**

Mr. Leighton said most of the trucks are new so do not need as much for paint budget. Councilor Ward recommended to reduce Equipment Paint to \$3000

Mr Leighton said that with the increased road maintenance the town has been renting a lot of extra equipment. However, the department would probably not need to rent as much this budget cycle. Councilor Ward recommended reducing Equipment Rental to \$20,000.

Councilor Ward recommended reducing MDOT match to \$0. Councilor Ward recommended reducing Contracted Services to \$50,000.

## **E. SOLID WASTE**

Councilor Ward stated there is nothing being done to educate people to recycle and the amount of trash is increasing 2% each year. Councilor Lunt said someone would have to intercept residents as they dump their trash as to where to place at the station. Councilor Larochelle stated a weight scale system would be an option, but then more staff would be required to administer. Councilor Albert said the weight scale system might also encourage illegal dumping because people do not want to pay. Councilor Crawford said the price of the permit needs to be considered with a possible increase in the annual fee.

Councilor Ward recommended a new goal for the Solid Waste Department would be to look at the fee schedule and improved monitoring of trash disposal and required permits.

## **F. WASTE WATER TREATMENT**

Mr. Steve Aievoli stated one goal was to maintain 100% compliance with the DEP Wastewater License. Mr. Aievoli said the department was looking to upgrade that will improve conditions including electrical usage, equipment usage, and cost as a whole. Mr. Aievoli stated wanted to start the process to get pricing and approval for lab testing for our next discharge permit renewal. The testing would give all the information DEP would require for renewal.

Mr. Aievoli stated the department was looking to improve the appearance and maintenance of the facility. The facility needs a new gate, and the plan is to make the gate ourselves. Mr. Aievoli stated a fabricator has agreed to make the gate for approximately \$500 as opposed to paying \$3000 for a new gate.

Councilor Ward asked if the amount of \$2000 for Professional Development was enough for this budget as it has been reduced from last year's budget. Mr. Aievoli stated \$2000 was an adequate amount as there are only four employees at the facility that are required to have certification. Mr. Aievoli said each certification requires 18 hours of training every two years, and one class can equal 15 of those hours. Plus, there are required yearly safety classes as well.

Mr. Aievoli stated \$35,000 was the full budget for all of the outside lab testing, supplies and equipment.

Mr. Aievoli explained line 5425 Improvements at \$190,000 was for the new dump station. Mr. Aievoli stated that the new vacuum truck is significantly larger than the truck used previously. The Department has no place to dump when vacuuming the sewers. Mr. Aievoli said other sources have been used to complete the vacuuming. Mr. Aievoli stated the truck has been primarily used to clean the storm drains. Councilor Ward stated that the majority of the work done with the truck has been benefiting the Water Department not the Sewer Department. Mr. Aievoli agreed. Mrs. Diane Barnes stated as a condition of the rural development grant the town had to set aside a certain amount of improvements every year.

## **ADJOURNMENT**

Seeing no further business, the chairman adjourned the meeting at 10:30pm.

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Michelle Foss, Assistant Town Clerk  
Date Approved: \_\_\_\_\_