



AGENDA
TOWN COUNCIL
WORKSHOP
APRIL 24, 2018
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Allen Ward, Chairman
Chris Brunelle, Vice Chairman
Norm Albert
Kris Crawford
Kasie Kolbe
Fern Larochelle
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Albert ___ Councilor Brunelle ___ Councilor Crawford ___ Councilor Kolbe
___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward

Town Clerk reading of meeting rules

3. BUDGET WORKSHOP

- a. LISBON EMERGENCY
- b. TOWN MANAGER
- c. CODES/PLANNING BOARD/APPEALS BOARD/HEALTH OFFICER
- d. FINANCE
- e. TAX
- f. TOWN CLERK
- g. ECONOMIC DEVELOPMENT
- h. CAPITAL IMPROVEMENT PLAN PRESENTATION TO COUNCIL

4. ADJOURNMENT

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").

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Manager Request Worksheet
Expense

03/19/2018
Page 10

Account	2018 Budget	2019 Initial	2019 Manager
<hr/>			
Dept/Div: 02-215 Public Safet / LES			
5388 LES Stipend	0.00	127,885.00	127,885.00
LES	0.00	127,885.00	127,885.00
Public Safet	2,331,902.00	2,737,603.00	2,697,103.00

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Manager Request Worksheet

03/19/2018

Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-105 General Gove / TOWN MANAGER			
5101 DIRECTOR/MAN	95,047.00	96,482.00	96,482.00
5102 ADMIN	43,449.00	47,502.00	47,502.00
5111 OVERTIME	0.00	500.00	500.00
5120 MILEAGE	2,900.00	2,900.00	2,900.00
5121 PRO DEV	900.00	1,500.00	1,500.00
5123 MEALS & LODG	100.00	100.00	100.00
5130 FICA	10,595.00	11,053.00	11,053.00
5131 RETIREMENT	13,296.00	14,449.00	14,449.00
5132 WORKER'S COM	1,337.00	2,576.00	2,576.00
5133 MEDICAL INSU	42,660.00	38,768.00	38,768.00
5136 UNEMPLOYMENT	699.00	495.00	495.00
5201 ADVERTISING/	1,000.00	1,000.00	1,000.00
5203 AUDITING & A	9,850.00	9,850.00	9,850.00
5211 CELL PHONES	950.00	840.00	840.00
5256 POSTAGE & DE	250.00	250.00	250.00
5257 PRINTING	1,100.00	1,100.00	1,100.00
5375 SUPPLIES OFF	600.00	600.00	600.00
TOWN MANAGER General Gove	224,733.00	229,965.00	229,965.00
Dept/Div: 01-110 General Gove / CONT/GRANT M			
5227 GRANTS MATCH	5,000.00	5,000.00	5,000.00
CONT/GRANT M General Gove	5,000.00	5,000.00	5,000.00
Dept/Div: 01-115 General Gove / INSURANCE			
5138 HRA	36,277.00	40,650.00	40,650.00
5226 GENERAL LIAB	8,070.00	8,474.00	8,474.00
5229 VEHICLE INS	27,291.00	29,291.00	29,291.00
5255 POLICE LIABI	12,054.00	12,660.00	12,660.00
5259 PROPERTY INS	18,860.00	19,860.00	19,860.00
5261 PUBLIC OFFIC	3,860.00	4,060.00	4,060.00
5262 EMPLOY LIAB	10,415.00	10,950.00	10,950.00
5263 FIRE FT LIAB	1,069.00	1,122.00	1,122.00
5264 Pub Off Bond	1,580.00	1,580.00	1,580.00
5268 CRIME INS	1,189.00	1,250.00	1,250.00
INSURANCE General Gove	120,665.00	129,897.00	129,897.00
Dept/Div: 01-120 General Gove / LEGAL			
5238 LEGAL	40,000.00	40,000.00	40,000.00
LEGAL General Gove	40,000.00	40,000.00	40,000.00

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Manager Request Worksheet
Expense

03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 04-420 Public Servi / COMMUNITY SE			
5205 BUS SERVICE	40,000.00	40,000.00	40,000.00
COMMUNITY SE	40,000.00	40,000.00	40,000.00
Public Servi			
Dept/Div: 04-425 Public Servi / MISC PUBLIC			
5232 HISTORICAL S	2,000.00	2,000.00	2,000.00
5236 LACO	1,000.00	1,000.00	1,000.00
5241 MEMORIAL DAY	1,500.00	1,500.00	1,500.00
5243 MMA	8,500.00	8,500.00	8,500.00
MISC PUBLIC	13,000.00	13,000.00	13,000.00
Public Servi	894,560.00	1,005,770.00	1,005,770.00
Dept/Div: 05-500 General Assi / GENERAL ASSI			
5101 DIRECTOR/MAN	10,353.00	10,508.00	10,508.00
5130 FICA	792.00	804.00	804.00
5132 WORKER'S COM	23.00	38.00	38.00
5136 UNEMPLOYMENT	302.00	217.00	217.00
5211 CELL PHONES	298.00	363.00	363.00
5225 GENERAL ASSI	17,000.00	25,000.00	25,000.00
5256 POSTAGE & DE	200.00	200.00	200.00
5375 SUPPLIES OFF	100.00	100.00	100.00
GENERAL ASSI	29,068.00	37,230.00	37,230.00
General Assi	29,068.00	37,230.00	37,230.00

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Manager Request Worksheet
Expense

03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 06-600 Intergovernm / COUNTY TAX			
5216 COUNTY TAX	620,862.00	680,704.00	680,704.00
5217 PSAP FEE	18,921.00	18,919.00	18,919.00
COUNTY TAX	639,783.00	699,623.00	699,623.00
Intergovernm	639,783.00	699,623.00	699,623.00

Dept/Div: 08-800 Abatements / ABATEMENTS

5200 ABATEMENTS	10,000.00	10,000.00	10,000.00
ABATEMENTS	10,000.00	10,000.00	10,000.00
Abatements	10,000.00	10,000.00	10,000.00

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Manager Request Worksheet
Expense

2018-3c
03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-148 General Gove / CODE ENFORCE			
5110 WAGES	73,090.00	77,777.00	77,777.00
5121 PRO DEV	500.00	750.00	750.00
5122 MEETINGS, DU	250.00	250.00	250.00
5130 FICA	5,592.00	5,950.00	5,950.00
5131 RETIREMENT	7,017.00	7,778.00	7,778.00
5132 WORKER'S COM	957.00	1,936.00	1,936.00
5133 MEDICAL INSU	21,689.00	22,881.00	22,881.00
5136 UNEMPLOYMENT	350.00	248.00	248.00
5211 CELL PHONES	531.00	420.00	420.00
5240 MAPPING & MI	1,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	100.00	100.00	100.00
5305 GAS	750.00	850.00	850.00
5365 R & M: VEHIC	1,000.00	500.00	500.00
5375 SUPPLIES OFF	500.00	500.00	500.00
CODE ENFORCE	113,326.00	120,940.00	120,940.00
General Gove			
Dept/Div: 01-147 General Gove / PLANNING BOA			
5100 ELECT/APPOIN	5,000.00	5,000.00	5,000.00
5110 WAGES	500.00	1,000.00	1,000.00
5121 PRO DEV	600.00	600.00	600.00
5130 FICA	424.00	459.00	459.00
5132 WORKER'S COM	12.00	22.00	22.00
5201 ADVERTISING/	500.00	750.00	750.00
5215 CONTRACTED S	20,000.00	34,000.00	21,250.00
5256 POSTAGE & DE	150.00	150.00	150.00
5258 PROFESSIONAL	5,500.00	2,500.00	2,500.00
5375 SUPPLIES OFF	250.00	400.00	400.00
PLANNING BOA	32,936.00	44,881.00	32,131.00
General Gove			
Dept/Div: 01-146 General Gove / BOARD OF APP			
5100 ELECT/APPOIN	751.00	751.00	751.00
5110 WAGES	200.00	200.00	200.00
5121 PRO DEV	200.00	200.00	200.00
5130 FICA	58.00	73.00	73.00
5132 WORKER'S COM	2.00	4.00	4.00
5201 ADVERTISING/	375.00	375.00	375.00
5256 POSTAGE & DE	50.00	50.00	50.00
5375 SUPPLIES OFF	50.00	50.00	50.00
BOARD OF APP	1,686.00	1,703.00	1,703.00
General Gove			

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Manager Request Worksheet
Expense

03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 04-415 Public Servi / HEALTH OFFIC			
5101 DIRECTOR/MAN	5,177.00	5,268.00	5,268.00
5130 FICA	396.00	403.00	403.00
5131 RETIREMENT	497.00	527.00	527.00
5132 WORKER'S COM	68.00	132.00	132.00
5375 SUPPLIES OFF	150.00	150.00	150.00
HEALTH OFFIC	6,288.00	6,480.00	6,480.00
Public Servi			

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Manager Request Worksheet Expense

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 09-900 Debt Service / DEBT SERVICE			
5408 2016 TRUCK	43,783.00	43,783.00	43,783.00
5409 FRONT END LO	59,125.00	59,125.00	59,125.00
5416 K9 Unit	5,952.00	5,952.00	5,952.00
5419 SW Trailer	18,800.00	0.00	0.00
5420 HEAVY MACHIN	6,675.00	6,675.00	6,675.00
5422 '15 PDPatrol	10,403.00	10,403.00	10,403.00
5424 PW Truck	18,545.00	18,545.00	18,545.00
5426 FD SCBA	28,539.00	28,539.00	28,539.00
5427 PW F550 '15	11,037.00	10,786.00	10,786.00
5428 2016 Police	11,633.00	11,633.00	11,633.00
DEBT SERVICE	214,492.00	195,441.00	195,441.00
Debt Service	214,492.00	195,441.00	195,441.00
Dept/Div: 10-100 Capital Outl / BONDS			
5511 2005 Town PR	28,760.00	29,964.00	29,964.00
5514 2006 Town PR	36,000.00	36,000.00	36,000.00
5515 2009 Road PR	131,086.00	131,086.00	131,086.00
5516 2010Trail PR	53,500.00	53,500.00	53,500.00
5517 2011 Town PR	27,000.00	27,000.00	27,000.00
5518 2014 QECB PR	24,091.00	25,447.00	25,447.00
5519 2017 Town PR	0.00	150,000.00	150,000.00
5521 2005 Town IN	4,015.00	1,932.00	1,932.00
5524 2006 Town IN	1,962.00	1,224.00	1,224.00
5526 2010Trail IN	20,786.00	19,530.00	19,530.00
5527 2011 Town IN	1,628.00	646.00	646.00
5528 2014 QECB IN	14,555.00	29,338.00	29,338.00
5529 2017 Town IN	28,186.00	29,250.00	29,250.00
BONDS	371,569.00	534,917.00	534,917.00
Capital Outl	371,569.00	534,917.00	534,917.00
Expense Totals:	8,812,169.00	10,810,495.00	9,742,245.00

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Expense

03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-155 General Gove / FINANCE DEPA			
5101 DIRECTOR/MAN	75,394.00	77,228.00	77,228.00
5110 WAGES	27,203.00	28,011.00	28,011.00
5120 MILEAGE	800.00	800.00	800.00
5121 PRO DEV	1,028.00	2,000.00	2,000.00
5122 MEETINGS, DU	255.00	520.00	520.00
5130 FICA	7,849.00	8,051.00	8,051.00
5131 RETIREMENT	9,850.00	10,524.00	10,524.00
5132 WORKER'S COM	220.00	379.00	379.00
5133 MEDICAL INSU	31,358.00	33,081.00	33,081.00
5136 UNEMPLOYMENT	699.00	495.00	495.00
5211 CELL PHONES	420.00	420.00	420.00
5256 POSTAGE & DE	1,500.00	1,500.00	1,500.00
5266 RENTAL OF EQ	1,500.00	0.00	0.00
5375 SUPPLIES OFF	4,000.00	4,000.00	4,000.00
FINANCE DEPA	162,076.00	167,009.00	167,009.00
General Gove			
Dept/Div: 01-160 General Gove / TAX COLLECTO			
5110 WAGES	106,599.00	125,564.00	125,564.00
5111 OVERTIME	2,538.00	1,500.00	1,500.00
5112 TEMPORARY	0.00	2,500.00	2,500.00
5120 MILEAGE	500.00	500.00	500.00
5121 PRO DEV	1,000.00	1,300.00	1,300.00
5123 MEALS & LODG	250.00	250.00	250.00
5130 FICA	8,155.00	9,912.00	9,912.00
5131 RETIREMENT	8,891.00	11,287.00	11,287.00
5132 WORKER'S COM	229.00	467.00	467.00
5133 MEDICAL INSU	36,192.00	49,175.00	49,175.00
5136 UNEMPLOYMENT	1,297.00	1,072.00	1,072.00
5256 POSTAGE & DE	6,500.00	7,000.00	7,000.00
5375 SUPPLIES OFF	4,500.00	4,500.00	4,500.00
TAX COLLECTO	176,651.00	215,027.00	215,027.00
General Gove			

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Manager Request Worksheet
Expense

2018-3f
03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 01-165 General Gove / TOWN CLERK/E			
5101 DIRECTOR/MAN	54,217.00	56,560.00	56,560.00
5110 WAGES	17,166.00	20,263.00	20,263.00
5112 TEMPORARY	4,992.00	5,500.00	5,500.00
5120 MILEAGE	1,000.00	2,500.00	2,500.00
5121 PRO DEV	920.00	1,480.00	1,480.00
5122 MEETINGS, DU	600.00	600.00	600.00
5123 MEALS & LODG	780.00	900.00	900.00
5130 FICA	5,843.00	6,298.00	6,298.00
5131 RETIREMENT	5,205.00	5,656.00	5,656.00
5132 WORKER'S COM	164.00	297.00	297.00
5133 MEDICAL INSU	15,777.00	16,644.00	16,644.00
5136 UNEMPLOYMENT	699.00	608.00	608.00
5201 ADVERTISING/	500.00	500.00	500.00
5211 CELL PHONES	420.00	420.00	420.00
5215 CONTRACTED S	1,700.00	600.00	600.00
5256 POSTAGE & DE	1,000.00	770.00	770.00
5257 PRINTING	3,800.00	3,400.00	3,400.00
5258 PROFESSIONAL	15,255.00	12,795.00	12,795.00
5345 R & M: EQUIP	3,100.00	2,200.00	2,200.00
5375 SUPPLIES OFF	1,800.00	1,800.00	1,800.00
TOWN CLERK/E General Gove	134,938.00	139,791.00	139,791.00

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Manager Request Worksheet **Expense**

03/19/2018

Account	2018 Budget	2019 Initial	2019 Manager
Dept/Div: 07-700 ECONOMIC DEV / ECONOMIC DEV			
5101 DIRECTOR/MAN	53,878.00	57,276.00	57,276.00
5120 MILEAGE	1,000.00	1,000.00	1,000.00
5121 PRO DEV	3,500.00	3,500.00	3,500.00
5122 MEETINGS, DU	3,000.00	3,000.00	3,000.00
5123 MEALS & LODG	500.00	500.00	500.00
5130 FICA	4,122.00	4,381.00	4,381.00
5131 RETIREMENT	5,173.00	5,726.00	5,726.00
5132 WORKER'S COM	116.00	207.00	207.00
5133 MEDICAL INSU	9,669.00	10,201.00	10,201.00
5136 UNEMPLOYMENT	350.00	248.00	248.00
5201 ADVERTISING/	5,000.00	1,000.00	1,000.00
5204 AVCOG	8,815.00	8,988.00	8,988.00
5211 CELL PHONES	530.00	420.00	420.00
5244 MOXIE DAY	5,000.00	5,000.00	5,000.00
5256 POSTAGE & DE	300.00	300.00	300.00
5375 SUPPLIES OFF	450.00	450.00	450.00
5380 SUPPLIES OPE	2,000.00	3,000.00	3,000.00
ECONOMIC DEV	103,403.00	105,197.00	105,197.00
ECONOMIC DEV	103,403.00	105,197.00	105,197.00

DRAFT

Dear Councilors and Planning Board Committee:

Pursuant to Provision of the Town Charter, I hereby submit for your review the proposed FY 2019 Town of Lisbon Capital Improvement Program.

Article VI, Financial provisions, Section 6.08 of the Town Charter provide for the following:

Sec. 6.08. Capital Program.

(a) Submission to Council.

The Town Manager, School Committee and Board of Water Commissioners shall prepare and annually submit to the Council and Planning Board a five year capital program on or before the first day of May.

(b) Contents.

The capital program shall include:

- (1) A general summary of its contents;
- (2) A list of the capital improvements proposed to be undertaken during the next five years together with documentation of need. "Capital improvement" shall mean any construction project exceeding \$25,000 and any equipment purchase to be bonded or to be budgeted in more than one fiscal year.
- (3) Cost estimates, methods of financing, and recommended time schedules for each improvement; and
- (4) The estimated annual cost of operating and maintaining any new facilities.

(c) Planning Board Review.

The Planning Board shall review the proposed capital program each year to determine, where appropriate, that the capital expenditure is consistent with the provisions of the Town Comprehensive Plan and forward its recommendations to the Town Council no later than the first day of June.

(d) Council Action on Capital Program.

(1) Notice and Hearing.

The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating:

- i. The times and places where copies of the capital program will be available to the public; and
- ii. The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program.

(2) Adoption.

The Council by resolution shall annually adopt the capital program with or without amendment after the public hearing and on or before the first day of July.

(C.O. of 9-16-2008, § 2008-152H, Ref. of 11-4-2008; Ref. of 11-3-2015 ; Amendment of 11-8-2016)

****The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.**

The above noted charter provision provide for reviewing, amending and adopting the capital program. It formalizes the process to a significant degree while acknowledging the fact that we are living in an era of competing and desirable objectives while recognizing limitations of scarce financial resources.

The Town of Lisbon's Capital Improvement Program is an important and necessary planning tool for the Town's consideration in financial and development issues. However, this is only a "planning tool". It is designed to aid in the planning for the funding of capital projects.

The Town of Lisbon's Capital Improvement Program has been modified from the above noted charter provision to provide additional information requested by Town Council. Additional information provided includes, but is not limited to, the following:

- (1) A list of the capital improvements proposed to be undertaken during the next ten years;
- (2) The estimated annual cost of operating and maintaining vehicles and equipment;
- (3) The current mileage and repair cost of vehicles.

The Town Council is the final authority on which projects are funded and which are not. I have attempted to limit the FY 2019 Plan to those projects which are required or are important to the continued revitalization of the Town.

I would like to express my appreciation to all those who have contributed to the CIP process, especially the Department Heads, the Finance Director, and those who helped prepare this report. I encourage you to review our CIP Document and should you have any questions or concerns, you can contact me at 207-353-3000 x 104 or email me at dbarnes@lisbonme.org

Sincerely,

Diane Barnes
Town Manager

DRAFT

Town of Lisbon
Capital Improvement Program Policy

DRAFT

Capital Improvement Program Policy

The purpose of this policy paper is to develop an understanding of the importance of capital improvement programming and to provide the Town with a framework for making the best use of scarce financial resources in highly uncertain times.

What is Capital Improvement Programming?

It is a multi-year scheduling of public physical improvements, based on studies of available fiscal resources and the need for specific improvements to be constructed in the future. Although a long term program does not commit the Town to a particular expenditure in a particular year, it provides an identifiable framework for informed decision-making.

How is the Capital Improvement Program Developed?

The CIP is updated annually (beginning in November) as part of the Town's regular budget process. After departments submit their CIP requests to the Town Manager in late November, they review and evaluate the proposed projects based on the Manager's and the Town Council's service desires, other town infrastructure needs, the financial capacity of the town, and the impact the projects will create on the Town's operating budget.

Once the projects are evaluated, the Manager recommends to the Planning Board and the Town Council the selection and timing of capital projects into future fiscal years. First-year projects are incorporated into the Town Manager's recommended annual operating budget. The Planning Board and Town Council are also presented the future, unappropriated, programming years for their consideration, review, and endorsement so staff can proceed with planning and evaluation of potential capital projects.

What is the importance of Capital Improvement Programming?

The Capital Improvement Program, as a timetable for accomplishing needed improvements on a scheduled basis, is one of the most important documents considered by the Town Council. It is important because it has a major impact on the allocation of fiscal resources, and it contributes to setting Town expenditures for many years to come. When the Program is adopted and fully utilized, it ensures that needed facilities are provided within the Town's financial capability. The Program's purposes are to:

1. Provide a complete picture of the Town's major development needs;
2. Establish fiscal priorities for and between various projects;
3. Schedule major projects so as to reduce fluctuations in the tax rate;
4. Balance the use of funding sources in the most beneficial manner;
5. Discourage piecemeal improvements and duplication of expenditures;
6. Coordinate the activities of various Town departments;
7. Assist in implementing recommendations of the Town's Comprehensive Program;
8. Inform the taxpayers of anticipated future improvements; and,
9. Arrange opportunities for the public to offer comments on the Program.

What is a Capital Improvement?

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A common definition of a capital improvement includes new or expanded physical facilities that are relatively large, expensive and permanent. It is a major fiscal expenditure which is made infrequently or which is not-recurring and includes one or more of the following:

1. Acquisition of land;
2. Construction or expansion of a public facility, street, or utility;
3. Non-recurring rehabilitation of an asset provided the cost is more than \$25,000 and extends the useful life of the asset;
4. Design or Programming related to an individual project; or,
5. Any item or piece of equipment, that will be bonded or budgeted in more than one fiscal year.

Methods of Financing

Capital Improvement Program projects are funded from a variety of sources. These include: General Fund; Bonds or Leases; and Federal/State Grants.

General Fund - The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities. If the Town has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

General Obligation Bonds - Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project's cost at a time. However, they do commit the Town's resources over a long period of time and decrease the flexibility of how yearly revenues can be utilized. The Town's bonding capacity is a limited resource. All projects, which are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Grants - One source of grants is from other levels of government, for example, the Environmental Protection Agency, the Maine Department of Health and Human Services, U.S. Housing and Urban Development, Maine Department of Environmental Services, and the Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the Town and a project's relative priority in terms of implementation. The Capital Improvement Program seeks to maximize the potential benefits from all revenue sources.

TOWN OF LISBON
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT
CONSOLIDATED BY DEPARTMENT

DEPARTMENT TOTALS	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028
POLICE DEPARTMENT	\$ 80,000	\$ 70,000	\$ 35,000	\$ 70,000	\$ 35,000	\$ 70,000	\$ 35,000	\$ 70,000	\$ 35,000	\$ 35,000
FIRE DEPARTMENT	1,318,000	-	-	30,900	-	-	144,400	30,000	-	22,900
ANIMAL CONTROL	-	-	-	-	-	-	-	35,000	-	-
PUBLIC WORKS	270,000	150,000	150,000	15,000	65,000	90,000	150,000	200,000	90,000	150,000
SOLID WASTE	-	-	25,000	120,000	50,000	-	70,000	-	-	300,000
TREATMENT PLANT	-	-	-	40,000	-	-	-	-	-	-
PARKS AND RECREATION	-	-	3,500	-	31,300	-	6,000	-	-	20,000
TOWN BUILDINGS & INFRASTRUCTURE	9,644,000	845,000	485,000	11,485,000	425,000	425,000	425,000	425,000	425,000	425,000
Total Capital Expenditures	\$11,312,000	\$1,065,000	\$688,500	\$11,760,900	\$606,300	\$585,000	\$830,400	\$760,000	\$550,000	\$952,900

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TOWN OF LISBON
Forecasted Capital Improvements & Equipment Purchases
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

Yearly Estimated Maintenance Costs	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
FIRE DEPARTMENT¹											
ENGINE 1	2,854	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Munic. Rev.
ENGINE 2	4,455	650,000	-	-	-	-	-	-	-	-	Cap. Lease
SQUAD 3 - 2009 Ford F-450 ²	1,500	-	-	10,000	-	-	-	-	-	-	Munic. Rev.
ENGINE 7	3,095	650,000	-	-	-	-	-	-	-	-	Reserve/Lease
TRUCK 6	3,165	-	-	-	-	-	-	-	-	-	Munic. Rev.
TANK 9	-	-	-	-	-	-	-	-	-	-	Reserve
RESCUE 10	1,993	-	-	-	-	-	122,500	-	-	-	Munic. Rev.
CAR 1	-	-	-	-	-	-	-	30,000	-	-	Reserve
CAR 4	-	-	-	-	-	-	-	-	-	-	Munic. Rev.
HYDRAULIC RESCUE TOOLS	-	18,000	-	20,900	-	-	21,900	-	-	-	Undes. Funds
Total FIRE DEPARTMENT	17,062	1,318,000	-	30,900	-	-	144,400	30,000	-	22,900	22,900
POLICE DEPARTMENT											
PD 1 2014 FORD EXPLORER	1,500	-	-	35,000	-	-	-	35,000	-	-	Munic. Rev.
PD 2 2015 FORD EXPLORER	1,500	35,000	-	-	35,000	-	-	-	35,000	-	Munic. Rev.
PD 3 2015 FORD EXPLORER	1,500	-	-	-	-	35,000	-	-	-	35,000	Munic. Rev.
PD 4 2013 FORD EXPLORER	1,500	-	-	35,000	-	-	-	35,000	-	-	Munic. Rev.
PD 5 2017 FORD EXPLORER	1,500	-	35,000	-	-	-	35,000	-	-	-	Munic. Rev.
PD 6 2009 FORD FUSION	1,500	-	-	-	-	-	-	-	-	-	Munic. Rev.
PD 7 2009 FORD FUSION	1,500	-	-	-	-	-	-	-	-	-	Munic. Rev.
PD 8 2014 FORD K - 9 UNIT	1,500	35,000	-	-	-	35,000	-	-	-	-	Munic. Rev.
PD 10 11 MOBILE RADIOS	-	45,000	-	-	-	-	-	-	-	-	Munic. Rev.
Total POLICE DEPARTMENT	12,000	80,000	70,000	70,000	35,000	70,000	35,000	70,000	35,000	35,000	
ANIMAL CONTROL											
ACO 1 FORD PICK UP	500	-	-	-	-	-	-	35,000	-	-	Munic. Rev.
Total ANIMAL CONTROL	500	-	-	-	-	-	-	35,000	-	-	
TOTAL PUBLIC SAFETY	\$ 29,562	\$ 1,398,000	\$ 70,000	\$ 100,900	\$ 35,000	\$ 70,000	\$ 179,400	\$ 136,000	\$ 36,000	\$ 67,900	

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1. Maintenance and testing are a 3 year average. Refurbishment amount are not included.
2. Utilized for forestry and utility functions.

TOWN OF LISBON
Forecasted Vehicle Mileage
For the Years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Current Mileage 06/30/18	Estimated Mileage 6/30/2019	Estimated Mileage 6/30/2020	Estimated Mileage 6/30/2021	Estimated Mileage 6/30/2022	Estimated Mileage 6/30/2023	Estimated Mileage 6/30/2024	Estimated Mileage 6/30/2026	Estimated Mileage 6/30/2028	Estimated Mileage 6/30/2027	Estimated Mileage 6/30/2028
FIRE DEPARTMENT											
ENGINE 1	27,373										
ENGINE 2	11,911										
SQUAD 3	24,326										
ENGINE 7	27,436										
TRUCK 6											
TANK 9											
RESCUE 10	38,885										
CAR 1	8,564										
CAR 4	72,437										

	Replacing one vehicle annually and two vehicles semi annually										
POLICE DEPARTMENT											
PD 1 2014 FORD EXPLORER	1,000	25,000	50,000	75,000	100,000	25,000	50,000	75,000	100,000	25,000	50,000
PD 2 2015 FORD EXPLORER	99,000	99,000	124,000	25,000	50,000	75,000	100,000	25,000	50,000	75,000	100,000
PD 3 2015 FORD EXPLORER	107,000	107,000	25,000	50,000	75,000	100,000	25,000	50,000	75,000	100,000	25,000
PD 4 2013 FORD EXPLORER	1,000	25,000	50,000	75,000	100,000	25,000	50,000	75,000	100,000	25,000	50,000
PD 5 2017 FORD EXPLORER	48,000	48,000	73,000	98,000	25,000	50,000	75,000	100,000	25,000	50,000	75,000
PD 6 2009 FORD FUSION	59,503	car 3 stepdown	123,000	139,000	155,000	car 3 stepdown	116,000	132,000	car 1 or 4 stepdown	116,000	132,000
PD 7 2014 FORD EXPLORER	104,000	104,000	120,000	136,000	Car 1 or 4 stepdown	116,000	132,000	Car 5 stepdown	116,000	132,000	148,000
PD 8 2014 FORD K - 9 UNIT	87,000	87,000	107,000	20,000	40,000	60,000	80,000	100,000	116,000	132,000	148,000
ANIMAL CONTROL											
AC0 1 FORD PICK UP		58,000	81,000	104,000	127,000	150,000	173,000	46,000	69,000	92,000	115,000

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Forecasted Capital Improvements & Purchases
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

Year	Make	Model	Description	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
PUBLIC WORKS														
2004	GMC	3500HD Dies	4x4 1-Ton Dump w/plow	60,000	-	-	-	-	-	-	-	-	-	Cap. Lease
2007	Ford	F150	4x4 Pickup - Replace with used truck	-	-	-	15,000	-	-	-	-	-	-	Munic. Rev.
2015	Ford	F550	4x4 2.5 Ton Dump with V-Plow	-	-	-	-	-	-	-	-	-	-	Munic. Rev.
2004	Ford	F250 S.D.	4x4 Pickup - State Auction Truck - Replace with used truck	-	-	-	-	50,000	-	-	-	-	-	Munic. Rev.
(1) 2003	Ford	F250 S.D.	4x4 Pickup w/ used v plow - State Auction Truck - Replace with used truck	-	-	-	-	-	-	-	-	-	-	Munic. Rev.
2008	Ford	F250 S.D.	4x4 Pickup with New V Plow - State Auction Truck	-	-	-	-	15,000	-	-	-	-	-	Munic. Rev.
1999	International	4700	Wheeler	120,000	-	-	-	-	-	-	-	-	-	Munic. Rev.
			New Gear	90,000	-	-	-	-	-	-	-	-	-	Cap. Lease
			New Cab and Chassis as of 2-1-17 with 224 repurposed body.	-	-	-	-	-	-	-	-	-	-	Cap. Lease
2017	Freightliner		New Cab and Chassis	-	-	-	-	-	-	-	-	90,000	-	Cap. Lease
2015	Peterbilt	348	New Cab and Chassis	-	-	90,000	-	-	-	150,000	-	-	-	Cap. Lease
2008	International	4400	Repurpose Stainless Steel Body with new plow gear	-	-	60,000	-	-	-	-	-	-	-	Cap. Lease
2006	Johnston	MX450	Sweeper	-	-	-	-	-	-	-	-	-	-	Cap. Lease
2009	Kawasaki	652V-2	Loader/2.5 yd	-	-	-	-	-	-	-	200,000	-	-	Cap. Lease
2005	Case	590SM	Backhoe	-	150,000	-	-	-	90,000	-	-	-	-	Cap. Lease
2017	Case	621G	New Loader as of January 2017	-	-	-	-	-	-	-	-	-	-	Cap. Lease
TOTAL PUBLIC WORKS				270,000	150,000	150,000	15,000	65,000	90,000	150,000	200,000	90,000	-	150,000
SOLID WASTE														
2007	Sterling	LT9500	Tractor Trailer Truck	-	-	-	120,000	-	-	-	-	-	-	Cap. Lease
2003	Montaine	Dump Trailer	Dump Trailer	-	-	-	-	50,000	-	-	-	-	-	Munic. Rev.
2010	Stecco	Trash Trailer	Push Plate	-	-	-	-	-	-	70,000	-	-	-	Munic. Rev.
2012	Manac	Wood Trailer	Dump Trailer	-	-	-	-	-	-	-	-	-	-	-
2013	J&J	Trash Trailer	Push Plate	-	-	-	-	-	-	-	-	-	-	-
2001	Daewoo	Forklift	6000 lb	-	-	25,000	-	-	-	-	-	-	-	Munic. Rev.
TOTAL SOLID WASTE				-	-	25,000	120,000	50,000	90,000	70,000	-	-	-	300,000
TREATMENT PLANT														
2015	Massey Fergt	GC1705	Riding Lawn Mower	-	-	-	-	-	-	-	-	-	-	-
(2) 2003	Chevy	2500HD	4x4 Pickup with Plow - State Auction Truck	-	-	-	-	-	-	-	-	-	-	-
2014	Freightliner	114SD	Jetter/Vactor	-	-	-	-	-	-	-	-	-	-	-
2008	Ford	F250 S.D.	4x4 Pickup w/plow and Utility Body	-	-	-	40,000	-	-	-	-	-	-	Munic. Rev.
2001	Freightliner	FL80	Boom truck - State Auction Truck - Used very little	-	-	-	-	-	-	-	-	-	-	-
TOTAL TREATMENT PLANT				-	-	-	40,000	-	-	-	-	-	-	-
TOTAL PUBLIC WORKS, SOLID WASTE AND TREATMENT PLANT				\$270,000	\$150,000	\$175,000	\$175,000	\$115,000	\$90,000	\$220,000	\$200,000	\$90,000	\$80,000	\$450,000

1. The truck at the Treatment Plant is used by Parks & Recreation because of the dump body insert. Parks & Recreation need to replace their pickup so the plan is to keep the plow at the Treatment Plant and sell the truck to Parks & Recreation. The Treatment Plant would then purchase a newer used truck. Comparing the amount of year-round daily use by the Treatment Plant to the time the truck would be used by Parks & Recreation made this a cost effective solution for both departments.

Forecasted Capital Improvements & Purchases
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

Year	Make	Model	Description	Current Mileage	Current Hours	Average Annual Mileage/Hours	Yearly Estimated Maintenance Costs
PUBLIC WORKS							
2004	GMC	3500HD Diesel	4x4 1-Ton Dump w/plow	86,562	-	4,607	1,398
2007	Ford	F150	4x4 Pickup - Replace with used truck	72,670	-	6,423	533
2015	Ford	F550	4x4 2.5 Ton Dump with V-Plow	23,179	-	5,858	853
2004	Ford	F250 S.D.	4x4 Pickup - State Auction Truck - Replace with used truck	139,976	-	5,450	742
2003	Ford	F250 S.D.	4x4 Pickup w/ used v plow - State Auction Truck - Replace with used truck	140,626	-	5,730	550
2008	Ford	F250 S.D.	4x4 Pickup with New V Plow - State Auction Truck	135,984	-	9,712	1,820
1996	Trackless	MT5	Sidewalk Snow Blower with sander and Sweeper	-	6,082	192	2,788
1999	International	4700		69,098	-	3,165	1,666
2017	Freightliner		New Cab and Chassis as of 2-1-17 with 224 repurposed body.	9,853	-	-	-
2015	Peterbilt	348	New Cab and Chassis	28,369	-	5,395	947
2008	International	4400	New Cab and Chassis	82,152	-	8,992	4,484
2006	Johnston	MX450	Sweeper	-	2,558	805	3,663
2009	Kawasaki	65ZV-2	Loader/2.5 yd	-	5,278	653	3,052
2005	Case	590SM	Backhoe	-	7,949	330	4,988
2017	Case	621G	Loader	-	554	-	-
SOLID WASTE							
2007	Sterling	L79500	Tractor Trailer Truck	134,131	-	11,907	2,564
1997	Ford	9000	Tractor Trailer Truck - Back up truck replace with Unit 231	469,857	-	1,486	974
2003	Montaine	Dump Trailer	Dump Trailer	N/A	-	-	306
2010	Stecco	Trash Trailer	Push Plate	N/A	-	-	436
2012	Manac	Wood Trailer	Dump Trailer	N/A	-	-	97
2013	J&J	Trash Trailer	Push Plate	N/A	-	-	-
2001	Daewoo	Forklift	6000 lb	-	4,120	-	1,552
TREATMENT PLANT							
2015	Massey Ferg	GC1705	Riding Lawn Mower	-	191	-	-
2003	Chevy	2500HD	4x4 Pickup with Plow - State Auction Truck	169,290	-	7,848	-
2014	Freightliner	114SD	Jetter/Vactor	9,352	-	750	-
2008	Ford	F250 S.D.	4x4 Pickup w/plow and Utility Body	73,719	-	7,730	-
2001	Freightliner	FL80	Boom truck - State Auction Truck - Used very little	197,690	-	697	-

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TOWN OF LISBON
Forecasted Capital Improvements & Equipment Purchases
For the Years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Forecast 6/30/2018	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Funding
PARKS AND RECREATION DEPARTMENT											
1984 Utility Truck	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2002 Chevrolet 2500	-	-	-	-	-	-	-	-	-	-	
2006 Kabota Tractor	-	-	-	-	-	-	-	-	-	-	
2008 Rhino Side by Side Utility 4-wheeler	-	-	-	-	3,500	-	-	-	-	-	Munic. Rev.
1998 Snowmobile	-	-	3,500	-	-	-	-	-	-	-	Munic. Rev.
Tennis Courts*	-	-	-	-	-	-	-	-	-	-	Munic. Rev.
Ex Mark Mower #1	-	-	-	-	-	-	6,000	-	-	-	Munic. Rev.
Ex Mark Mower #2	-	-	-	-	6,400	-	-	-	-	-	Munic. Rev.
2016 Trailer	-	-	-	-	6,400	-	-	-	-	-	Munic. Rev.
2002 GMC	-	-	-	-	-	-	-	-	-	-	Munic. Rev.
2001 Passenger Bus	-	-	-	-	5,000	-	-	-	-	-	Munic. Rev.
TOTAL PARKS AND RECREATION DEPARTMENT	\$ -	\$ -	\$ 3,500	\$ -	\$ 31,300	\$ -	\$ 6,000	\$ -	\$ -	\$ 20,000	

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	Current Mileage	Current Hours	Yearly Estimated Maintenance Costs
PARKS AND RECREATION DEPARTMENT			
1984 Utility Truck	42,971	-	\$ -
2002 Chevrolet 2500	163,048	-	-
2006 Kabota Tractor	42,971	-	100
2008 Rhino Side by Side Utility 4-wheeler	14,044	-	200
1998 Snowmobile	-	-	100
Tennis Courts*	-	-	-
Ex Mark Mower #1	-	1,126	200
Ex Mark Mower #2	-	1,126	200
2016 Trailer	-	-	-
2002 GMC	120,854	-	700
2001 Passenger Bus	137,458	-	800

2. Estimated maintenance costs every 7 years for refurbishing. Estimated replacement in 2038.

TOWN OF LISBON
Forecasted Capital Improvements & Purchases
For the Years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
TOWN BUILDINGS & INFRASTRUCTURE											
Fuel Pumps	230,000	-	-	-	-	-	-	-	-	-	-
MTM Center Generator	20,000	-	-	-	-	-	-	-	-	-	-
Salt Shed	-	250,000	-	-	-	-	-	-	-	-	Undes. Funds
Annual Paving - Specific Roads TBD	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000	Undes. Funds
Library Boiler Upgrade	6,000	-	-	-	-	-	-	-	-	-	Munic. Rev.
Lisbon Falls Fire Station Boiler Replacement	18,000	-	-	-	-	-	-	-	-	-	Undes. Funds
Sewer Department Main Street Sewer	2,200,000	-	-	-	-	-	-	-	-	-	Undes. Funds
Sewer Department Sewers Upstream D&B Pump Station	4,400,000	-	-	-	-	-	-	-	-	-	RD Loan/Grant
(Please refer to Sewer System Evaluation for detailed list)											
Sewer Davis Street Pump Station Upgrades	2,200,000	-	-	-	-	-	-	-	-	-	RD Loan/Grant
Sewer Phase II Projects - (Please refer to Sewer System	-	-	-	11,000,000	-	-	-	-	-	-	RD Loan/Grant
Evaluation for detailed list)											
Town Office HVAC Upgrades	50,000	50,000	50,000	50,000	-	-	-	-	-	-	G.O. Bonds
385 Lisbon Street Removal	25,000	-	-	-	-	-	-	-	-	-	Undes. Funds
Storage Building	-	50,000	-	-	-	-	-	-	-	-	Undes. Funds
Library Shelving and Carpet Project	60,000	60,000	-	-	-	-	-	-	-	-	Munic. Rev.
Town Clerk records restoration	10,000	10,000	10,000	10,000	-	-	-	-	-	-	Undes. Funds
											Munic. Rev.
TOTAL TOWN BUILDINGS	9,644,000	845,000	485,000	11,485,000	425,000	425,000	425,000	425,000	425,000	425,000	425,000

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TOWN OF LISBON
FORECASTED LEASE PURCHASES & BOND PAYMENTS
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Forecast 6/30/2018	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028
COMMITTED										
FIRE DEPT CAPITAL RESERVE	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS CAPITAL RESERVE	30,000	-	-	-	-	-	-	-	-	-
SEWER DEPT CAPITAL RESERVE ¹	190,000	-	-	-	-	-	-	-	-	-
LEASE PURCHASES	308,843	212,700	141,942	141,942	113,403	76,090	76,090	76,090	76,090	76,090
BONDS	533,344	527,180	355,868	316,017	282,899	277,801	253,942	248,484	216,662	211,007
IRP LOAN	21,225	21,225	21,225	21,225	21,225	21,225	21,225	21,225	21,225	21,225
TOTAL COMMITTED	\$ 1,158,412	\$ 761,105	\$ 619,035	\$ 478,184	\$ 417,627	\$ 374,916	\$ 351,257	\$ 345,799	\$ 313,977	\$ 308,322
PROPOSED										
FIRE DEPT CAPITAL RESERVE ¹	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
PUBLIC WORKS CAPITAL RESERVE ¹	-	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
SEWER DEPT CAPITAL RESERVE ¹	-	190,000	-	-	-	-	-	-	-	-
LEASE PURCHASES	-	-	-	-	-	-	-	-	-	-
BONDS	-	322,525	322,525	322,525	322,525	322,525	322,525	322,525	322,525	322,525
TOTAL PROPOSED	-	692,525	502,525	502,525	502,525	502,525	512,525	512,525	512,525	512,525
TOTAL COMMITTED/PROPOSED	\$ 1,158,412	\$ 1,453,630	\$ 1,021,560	\$ 980,709	\$ 920,052	\$ 877,441	\$ 863,782	\$ 858,324	\$ 826,502	\$ 820,847

1. Pending Funding
2. Required as a condition of the RD Loan/Grant

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TOWN OF LISBON
Forecasted Lease - Purchase Payments
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT
ACQUIRED & PURCHASED BEFORE JUNE 30, 2017

	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
COMMITTED											
2017 Freightliner	\$ 43,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Munic. Rev.
2017 Case Loader	59,125	59,125	-	-	-	-	-	-	-	-	Munic. Rev.
K9 - Unit	5,952	-	-	-	-	-	-	-	-	-	Munic. Rev.
Spaulding Hot Box	6,675	-	-	-	-	-	-	-	-	-	Munic. Rev.
2 - 2015 Patrol Units	10,403	-	-	-	-	-	-	-	-	-	Munic. Rev.
2017 Police Unit	11,633	11,633	-	-	-	-	-	-	-	-	Munic. Rev.
Ford F-550	10,785	-	-	-	-	-	-	-	-	-	Munic. Rev.
PW Truck	18,545	-	-	-	-	-	-	-	-	-	Munic. Rev.
SCBA Air-Pacs	28,539	28,539	28,539	28,539	-	-	-	-	-	-	Munic. Rev.
2014 Freightliner-Sewer	37,313	37,313	37,313	37,313	37,313	-	-	-	-	-	Munic. Rev.
QECB-Town&Sewer	76,090	76,090	76,090	76,090	76,090	76,090	76,090	76,090	76,090	76,090	Sewer Rev.
Total Committed	\$ 308,843	\$ 212,700	\$ 141,942	\$ 141,942	\$ 113,403	\$ 76,090	\$ 76,090	\$ 76,090	\$ 76,090	\$ 76,090	Mun & Sewer Rev.
PROPOSED											
Total Proposed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total All	\$ 308,843	\$ 212,700	\$ 141,942	\$ 141,942	\$ 113,403	\$ 76,090	\$ 76,090	\$ 76,090	\$ 76,090	\$ 76,090	\$ 76,090

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TOWN OF LISBON
Forecasted Bond Payments
For the years ending June 30,
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT
ACQUIRED & PURCHASED BEFORE JUNE 30, 2017

	Forecast 6/30/2019	Forecast 6/30/2020	Forecast 6/30/2021	Forecast 6/30/2022	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
COMMITTED											
2005 B	\$ 31,896	\$ 33,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Munic. Rev.
2006 C	36,684	36,324	36,000	-	-	-	-	-	-	-	Munic. Rev.
2009 B	136,023	132,873	-	-	-	-	-	-	-	-	Munic. Rev.
2010 R	72,570	71,231	69,856	68,394	66,865	65,337	63,809	62,281	60,669	58,974	Munic. Rev.
2011 E	27,646	27,338	27,203	27,068	-	-	-	-	-	-	Munic. Rev.
2017 A	178,250	177,240	174,983	172,455	169,658	166,613	163,320	159,765	155,993	152,033	Munic. Rev.
2004 FR - Sewer Dept	20,210	19,860	19,511	19,161	18,812	18,462	-	-	-	-	Munic. Rev.
2005 FR - Sewer Dept	29,065	28,690	28,316	27,939	27,564	27,189	26,813	26,438	-	-	Sewer Rev.
Total Committed	\$ 533,344	\$ 527,180	\$ 355,868	\$ 315,017	\$ 282,899	\$ 277,601	\$ 263,942	\$ 248,484	\$ 216,662	\$ 211,007	
PROPOSED											
RD Loan/Grant	\$ -	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
Total Proposed	\$ -	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	
TOTAL COMMITTED/PROPOSED	\$ 533,344	\$ 849,705	\$ 678,393	\$ 637,542	\$ 605,424	\$ 600,126	\$ 576,467	\$ 571,009	\$ 539,187	\$ 533,532	

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Lisbon Water Department

5 Yr Capital Improvement Plan

Description	2018	2019	2020	2021	2025
Water Main Replacement (Highland Ave) @		250,000			
New Standpipe and Main Improvement # %					2,100,000
New Truck Purchase*	45,000				
Water Valve Replacements*^	30,000				
Mill Street Bridge, MDOT *^	150,000				
Route 125, from Houston to RT. 196, MDOT \$ # %		3,200,000			
Secure New Water Source*			75,000		
WATER DEPARTMENT TOTALS	225,000	3,450,000	75,000	0	2,100,000

@ Funded with residual Bond Funds w/ Bond Bank Approval

* Funded with anticipated revenue.

Funded with 20 yr. bond issuance.

^ Annual project to replace aged and deteriorated infrastructure to the point funds allow.

\$ Contingent on road repairs that will provide reduced cost for water projects.

% Project is based on PUC approval and an additional bond approval by the town.

« Funded with 30 yr. bond issuance

NOTE:

The Water Department operates on a calendar year budget. These expenditures are planned from January 1st to December 31st of each year.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

October 2017

Following is a list of items that the Lisbon School Department deems necessary for Capital Improvements for the next 5 years. "Capital Improvements" shall mean any construction project exceeding \$10,000, and any equipment purchase to be bonded or to be budgeted for more than one fiscal year. The Lisbon School Department has developed a Phase II Lease Purchase for a Self-Funding Energy Reduction Project that will address several building level needs and be paid for through energy savings and existing budget fiscal resources so there is no additional impact on the local taxes. The scope of this work has been included in this plan. The referendum vote to approve this proposal is scheduled for Tuesday, November 7, 2017.

Annual Budget Capital Improvements

2017-2022

Capital Reserve Fund

In November 2011, the School Committee created a Capital Reserve Fund with an initial deposit of \$39,676.00. Since then, the school committee has used that money for maintenance and minor remodeling with additional annual transfers from unanticipated revenue and the undesignated fund balance.

This fund is to be used for maintenance of plant and minor remodeling. It cannot be used for additions or new construction. As of October 23, 2017, the current balance is \$60,291.

Central Office/Gartley Street School:

Known Priorities

- Upgrade and install playground equipment to meet the needs of the GSS program;
- Install hot water tank to support kitchen usage;
- Replace exterior doors;
- Replacing all univents, pneumatic controls and adding CO2 control for Gym (Phase II Plan);
- Continue to maintain existing facilities and make repairs as needed;
- Upgrading the playground to accommodate all ages;
- Install additional security cameras and recording equipment to monitor the Central Office; and,
- Monitoring the roof for leaks are areas that will be part of the five year plan.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Work Completed

- ✓ An analysis of alternative locations for the Central Office staff was conducted during the 2009-2010 school year. All indications support that the current location is the most cost effective option that we currently have.
- ✓ The asbestos was removed and the boiler was repaired in 2009.
- ✓ The Adult Education department moved to the Central Office location in June 2010.
- ✓ Security doors were installed in 2010.
- ✓ The Gartley Street Alternative Education Program was started at the Central Office during the 2010-2011 school year.
- ✓ The front siding was installed during the summer of 2013.
- ✓ A new boiler was installed in December of 2013
- ✓ Unifit installed the natural gas lines at no cost to the school department, summer 2014
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ During the summer of 2016, the back side of the building was resided, new ceiling tiles and lighting installed in the hallways, paint throughout, new classrooms, bathrooms, showers, fire alarm system (pull stations), and the kitchen was reopened for service for the new Gartley Street School which opened on August 31, 2016.
- ✓ In the Fall of 2016, the kitchen was renovated to provide a satellite lunch program for students and staff at G.S.S.

Lisbon Community School:

Known Priorities

- Continue to maintain existing facilities and make repairs as needed;
- Continue to replace classroom carpets with tile; and,
- Monitoring the roof shingles as a result of the significant wear they were showing since 2012 from inadequate ventilation are areas that will be part of the five year plan.

Work Completed

- ✓ A preliminary energy audit was completed during the 2009-2010 school year and it was determined that there would be energy savings through the re-engineering of piping for

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

the domestic hot water boiler pumps. This work was completed during the summer of 2011.

- ✓ The L.C.S. roof was repaired in the fall of 2012 (Ridge Vent & Exhaust).
- ✓ The water softener equipment was installed during the fall of 2012. It is working well. The water has gone from 11 grams of hardness to 5 grams. We are working towards 0-1 grams.
- ✓ The main office was rearranged to make that space more efficient during the summer of 2014.
- ✓ Smart boards were installed in the majority of the classrooms to make improve instruction during the summer of 2014.
- ✓ Broken playground equipment was replaced in the summer of 2014.
- ✓ The traffic flow where students are dropped off by parents was changed to make it safer for students and staff in the summer of 2014.
- ✓ Every 10 years the stage curtains need to be treated with flame retardant. This was completed in the summer of 2014. The curtains are protected until 2024.
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ During the 2015-2016 school year, carpet was replaced with tile in two classrooms. The mixing valves in the Kindergarten Wing were replaced due to previous water hardness.
- ✓ In the Fall of 2017, The Lisbon School Committee utilized Capital Reserve Funds to upgrade and install additional security cameras and recording equipment to monitor the Lisbon Community School.

Philip W. Sugg Middle School:

Known Priorities

- Replacing all univents, pneumatic controls and installing a Heat Recovery Ventilator for Gym (Phase II Plan);
- Continue to maintain existing facilities and make repairs as needed.
- Repair the roof as needed; and,
- Installing additional security cameras and recording equipment to monitor the Philip W. Sugg Middle School are areas that will be part of the five year plan.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Work Completed

- ✓ The boiler was replaced during the summer of 2011 with two natural gas powered boilers and a domestic hot water heater powered by the new boilers.
- ✓ Vinyl siding around the top of the building was installed in 2011. Vinyl siding around the top of the gym was completed in 2012.
- ✓ Two windows were installed in the Music room during the summer of 2012.
- ✓ The storage trailer was removed during summer 2013.
- ✓ The trees were cut to improve ventilation in the 7th grade wing during 2013.
- ✓ The ceiling tiles were replaced in all the hallways and some of the office spaces during the summer of 2014.
- ✓ The area in back of the 6th grade wing was loamed and seeded during the summer of 2014.
- ✓ One of the drains on the gym roof was replaced during the summer of 2014.
- ✓ A new phone/internal communications system was installed through the use of E-Rate funding during the summer of 2014.
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ During the summer of 2016, a life skills room was built in the 8th grade wing.
- ✓ Replaced all water fountains in November 2016.

Lisbon High School:

Known Priorities

- Replacing univents, pneumatic controls, roof exhaust fan and boiler (Phase II Plan);
- Install additional security cameras and recording equipment to monitor the Lisbon High School;
- Refurbish bathrooms (stalls, tile, sinks, ect.);
- Look at removing the large oak trees at main entrance;
- Develop plans for converting the "old" gymnasium into a Community Performing Arts Center;
- Develop plans to utilize the new gymnasium as an Emergency Shelter; and.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- The development of a Lifecycle/Preventative Maintenance Funding Plan to repair and ultimately refinish the gym floor will be part of the five year plan.

Work Completed

- ✓ The Lisbon School Department has completed Phase I of the approved renovations at LHS in 2009-2010. Phase I included new windows and siding for the north wing along with a new front entrance, the moving of the main office, and a new gym roof.
- ✓ The boiler was converted over to natural gas during the summer of 2011.
- ✓ Phase II, Part I was completed during the summer of 2012 which included the replacement of the domestic hot water system.
- ✓ A handicap accessible lift was installed in the fall 2012 to address the issues identified in the 2005 NEASC report.
- ✓ To be prepared for the conversion from steam to hot water, phase II part II, was completed. This included installing pump and pipes out into the 100 and 200 wing.
- ✓ In preparing for the new gym the 10,000 gallon oil tank that is no longer in use was emptied and crushed in place during the summer of 2014.
- ✓ Public Works replaced the sidewalk by the cafeteria that was damaged in the summer of 2014.
- ✓ The fire panel in the boiler room was replaced in the summer of 2014.
- ✓ The stage curtains were replaced in the fall 2014.
- ✓ A new phone/internal communications system was installed through the use of E-Rate funding during the summer of 2014.
- ✓ Construction of a new gymnasium was approved through referendum in June, 2015.
- ✓ The gym was finished and opened to the students in October, 2015. The Opening Ceremony was held on Sunday, November 1, 2015.
- ✓ Through an approved referendum vote in November, 2014, capital improvements were made as a result of a Guaranteed Performance Contract with Siemens, fall 2015.
- ✓ Replaced water fountains in the 100, 200, and 300 wings in April 2017.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Grounds (Practice/Playing Field):

The Lisbon School Department continues to invest time and money into their existing facilities. Our main goal is to improve and expand on playable areas. This will reduce the demand on any one field. This will also provide more opportunities to conduct multiple practices and games at the same time without causing interruptions to any other scheduled event.

Known Priorities

- Installation of security cameras and recording equipment to monitor practice/playing areas;
- Create access to the Lisbon Trail System;
- Replace scoreboards;
- Repair structures and improve drainage/erosion issues at the baseball field;
- Repairing existing fencing;
- Transitioning the hockey rink area into a practice field for youth sports;
- Build an additional storage facility for track and related equipment; and,
- Installing the donated field lights will be part of the five year plan.

Work Completed

- ✓ The Lisbon School Department increased the budgeted amount for facilities to its original amount of \$30,000 for the 2010-2011 school year. In 2015-2016, this amount was reduced to \$21,000 as a result of \$600,000 in mandated cuts by the Town Council. In 2017-2018, the Lisbon School Committee increased the amount back to \$30,000.
- ✓ The softball field infield was redone in the summer of 2016. Proper materials and drainage were installed and the field was turned eight degrees.
- ✓ Softball dugouts were rebuilt in April 2017.

Track:

Known Priorities

- ✓ The development of a Lifecycle/Preventative Maintenance Funding Plan to repair and ultimately refinish and paint the track will be part of the five year plan.

Work Completed

- ✓ The track is now finished and open to the public. The opening ceremony was held on Saturday October 18th, 2014.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Football:

Work on the development of a new practice field adjacent to the existing field was completed in the fall 2014. This project will take pressure off the main field by allowing the L.H.S. teams to practice and other teams to play their games on the practice field.

Work Completed

- ✓ Improvements in the drainage next to the track and in front of the Booster Shack were completed over the summer of 2011. Handicap accessibility and available parking was also a result of these improvements.
- ✓ During the summer of 2013, 2/3 of the additional parking was completed.

Practice Fields/Areas:

Known Priorities

- Discussions related to adding additional practice areas will be part of the five year plan.

Work Completed

- ✓ The work on the area behind P.W.S. was completed in 2011 and the field was ready for use in the fall of 2012.
- ✓ The practice area next to the track was completed in the fall, 2014.
- ✓ The gate at the entrance to the track and fields was replaced in 2014 to make that area more secure.

Soccer:

Known Priorities

- Organization and cleanup behind the soccer field will be part of the five year plan.

Work Completed

- ✓ The scoreboard was relocated during the summer of 2013
- ✓ New Scoreboard was installed in the summer of 2017

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Baseball/Softball:

Known Priorities

- Backstop at the softball field needs refurbishing.

Work Completed

- ✓ The infield at the Softball field was refurbished in the Fall 2016.
- ✓ The infield at the Baseball field was refurbished in the summer of 2017
- ✓ Both fields were treated for grass/weeds and have been resceded in the summer of 2017
- ✓ The Baseball/Field Hockey Scoreboard was replaced in the Fall of 2017.

Field Hockey:

Work Completed

- ✓ The relocation of our current Field Hockey field was discussed, but a decision was made in 2011 to keep it located on the upper field.

Equipment:

Known Priorities

- Continue replacing existing equipment as needed;
- Floor scrubbers at three schools need replacing with the Lisbon Community School taking priority; and,
- A cycle for replacing our existing equipment will be developed and monitored prior to the development of a new budget.

Equipment Purchased/Replaced

- ✓ A chemical free floor cleaner/stripper was purchased during the summer of 2011.
- ✓ A John Deere 3620 tractor and attachments was purchased in the fall of 2011.
- ✓ The zero-turn mower was replaced in the winter, 2014.
- ✓ A snow blower was purchased in the fall of 2015.
- ✓ A new carpet cleaner was purchased in the summer of 2016.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

- ✓ The 1983 Yanmar Tractor was sold in the fall of 2016.

Vehicles:

The purchase of passenger vans has significantly decreased the transportation cost for conferences, athletics, field trips and other district related travel expenses. A replacement cycle was started in 2014-2015.

Known Priorities

- Continue replacing existing vehicles as needed and monitor the replacement cycle prior to the development of a new budget; and,
- Continue replacing old buses funded through a state reimbursed three year lease purchase agreement.

Vehicles Purchased/Replaced

- ✓ The 1998 red Jeep was replaced during the 2010-2011 school year.
- ✓ The 2003 Ford plow truck was replaced in the fall of 2014.
- ✓ A new bus was purchased in 2012-2013.
- ✓ There was an increase in general maintenance that was included in the 2011-2012 budget.
- ✓ The blue caravan was replaced in the fall of 2012.
- ✓ In 2012 two mini-vans were added to the fleet (1 white and 1 silver).
- ✓ The 2004 van was replaced in 2014.
- ✓ A Class D trip bus was purchased in August 2016.
- ✓ A Class A handicap accessible bus was purchased in September 2016.
- ✓ A Class C school bus was purchased in March 2017.

Maintenance Garage:

Work Completed

- ✓ The Maintenance Garage was replaced in the spring of 2012.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Storage (District Wide):

Over the last three years there has been an increasing need for general storage. Due to the addition of the Adult Ed. and Gartley Street Programs at Central Office, the majority of the district wide storage areas are no longer available.

Known Priorities

- Additional storage for track and related equipment needs to be built or purchased for the track area.

Work Complete

- ✓ A door was added to the LCS roof in 2010 to allow access to additional storage.
- ✓ The Maintenance Garage was replaced in 2012 and additional storage space was created upstairs. Options for accessing this space are currently being discussed.
- ✓ We were able to eliminate the old boxcar behind the Philip W. Sugg Middle School. We now use the upstairs of the new garage.
- ✓ A lift was purchased in the summer of 2016 to provide access to the space above the maintenance garage.
- ✓ A wrestling mat lift was installed in the L.H.S. gym storage area in the Spring of 2017.

Other:

Asphalt Driveways:

Known Priorities

- Repair the asphalt driveways at L.H.S. and P.W.S. or possibly move driveways in consideration of traffic circulation based on any design changes;
- Pave the lot by the tennis courts to create additional parking;
- Pave a drive down to the football field to control erosion; and,
- Develop a Lifecycle/Preventative Maintenance Funding Plan to require all district wide driveways will be part of the five year plan.

Work Completed

- ✓ During the fall of 2015, a new sidewalk from 196 all the way to the Philip W. Sugg Middle School was installed through the use of the Capital Reserve funds.

Lisbon School Department

5 Year Plan-Buildings, Grounds, Equipment, & Technology

Technology:

Over the next couple of years, technology improvements must be made across the Lisbon School Department. The Lisbon School Department will need to continue to invest in technology hardware, like tablets, laptops, smartboards, ect. These tools are heavily integrated into the daily teaching and learning and new computers will need to be added in an effort to replace the existing computers that are past obsolete and do not function well.

The technology Systems Director, LTC, and Superintendent will work together to identify the technology needs of the department and funding for these projects will be provided through the use of the system-wide technology, ERATE, and Title funds.

Known Priorities

- Monitor the wireless networks at each building;
- Purchase technology to strengthen existing resources (MLTI Program); and.
- Examine the continued growth of cloud computing including current and future technology trends will be part of the five year plan.

Technology Purchased/Replaced

- ✓ During the summer of 2015, the wireless network at the Lisbon Community School and Lisbon High School was replaced with a new updated network that can handle current and future needs.
- ✓ During the 2015-2016 school year, three carts of laptops were purchased for the Lisbon Community School.
- ✓ During the 2015-2016 school year, one cart of laptops was purchased for the 6th grade at the Philip W. Sugg Middle School.
- ✓ During the 2015-2016 school year, new lab computers were purchased for the Lisbon High School.
- ✓ During the 2016 - 2017 school year, three laptop carts were purchased for the sixth grade classrooms at PWS (bringing the total to four carts).
- ✓ During the 2016 - 2017 school year, 8 laptop storage carts were purchased to replace the existing wooden storage laptop carts in the 7th and 8th grade classrooms.
- ✓ During the summer of 2017, 400 HP laptops were purchased via the MLTI laptop contract (200 were the laptops assigned to PWS and 200 from Oak Hill Middle School). Those laptops were refurbished and placed mainly in LHS and LCS for student use.

Adopted by Lisbon School Committee: November 13, 2017