



**TOWN COUNCIL  
MEETING MINUTES  
SPECIAL WORKSHOP  
DECEMBER 11, 2007**

Fern Larochelle, Jr., At Large 2007  
Charles Smith, At Large 2008  
Michael Bowie, At Large 2009  
Gina Mason, District 1 2007  
Janet Henry, District 1 2009  
Dale Crafts, District 2 2007  
Norma Wells, District 2 2009

**CALL TO ORDER & PLEDGE TO THE FLAG.** The Chairman, Norma Wells, called the meeting to order and waived the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Smith, Bowie, Larochelle and Wells. Councilors Mason and Henry were excused. Also present were Stephen Eldridge, Town Manager; David Brooks, Interim Town Manager and Rodney Moody, Finance Director.

**PAWNSHOP ORDINANCE**

Councilor Wells introduced Blaine Davis from the Lisbon Community Policing Advisory Group. Mr. Davis said he volunteered to assemble this document using several sample pawn shop ordinances for guidance. Councilor Larochelle asked if the Police Chief had addressed all the requirements he needed for taking action. Councilor Bowie said this ordinance gives the Police Chief permission to check their inventory and take whatever goods are necessary and that Mr. Therriault provided some editorial adjustments to protect Lisbon as well. Councilor Bowie commended Mr. Davis for doing an excellent job.

Councilor Smith said this ordinance wasn't driven by the Charter, but by need. Councilor Larochelle asked if this changes the way the business currently operates; Mr. Brooks said no, and pointed out this business came from Portland with very good reports from the Portland Police Department.

Councilor Larochelle asked about permits; the Town Clerk pointed out when this ordinance becomes effective 21 days after approval, this business will need to fill out an application, pay the application fee, and obtain a permit. Councilor Wells indicated this ordinance was ready to go onto the agenda for its first reading and public hearing.

**VOTING MACHINES**

Mrs. Lycette said the election process is undergoing rapid changes. A new early voting process is available during the seven days before Election Day. This process could encourage voters to vote early, which could alleviate some congestion at each polling place on Election Day. Another new process is that absentee ballots can be processed the day before. During this past election, Mrs. Lycette said, she discovered it took two machines to process them because the company changed its software. She said two things concern her: 1) currently state law prohibits re-using voting machines used for early voting and absentees and 2) programming limitations.

One machine in the CIP was planned to handle absentees at a central polling place. She said now that programming has changed this machine would not be able to process absentees or handle early voting and suggested the Council think about renting machines to further eliminate congestion at the polling places.

Councilor Crafts said the electronic sign out front would encourage voters to participate in the early voting process. Councilor Larochelle asked whether Lisbon could rent machines compatible with the old practice; however, ballots must be printed differently for each type of machine. The State's RFP for voting machines will be going out in January and a decision should be made by June. The dilemma is that no one knows what new machines will cost until the State makes their choice. Lisbon budgeted \$19,500 for three Accuvotes at \$6,500 each; that will be enough to purchase new machines under the State's contract. Councilor Larochelle asked about rentals; Mrs. Lycette said the November 2008 rental commitment might be taken care of when Lisbon purchases its new machines.

Mr. Brooks said in the last three months Lisbon had gone from talking about having three polling locations, down to one polling location, and back to two polling locations, but the number of machines hasn't changed. Mrs. Lycette pointed out each polling district would have two machines whether at one location or two different locations, and that the fifth machine will not work now because programming changed. Two of the machines in the CIP were approved last year to alleviate transferring of ballots and eliminate sorting keeping the state and local ballots separate because it is so hard to find enough election counters willing to work late; most election counters work the next day. The cost for personnel would never justify the rental/purchase price; it's a matter of processing time and efficiency. Mrs. Lycette said the annual elections in November are not the same as annual elections in May; there are hundreds of local ballots (even triple) the number (1,500 Ref/3,000 Gov/5,000 Pres) to process now along with the State's, plus Lisbon never had to sort ballots in May.

#### FINANCIAL REPORT

Mr. Moody said revenues surprisingly look good; eight of the largest budgeted revenue accounts were above the ideal 41.65% percent and highlighted the following: Tax interest at 66%, Investment interest at 46%, State Revenue Sharing at 44%, Excise at 45%, Recycling at 64%, Registration Fees at 44%, and Recreation Department Income at 77%.

Councilor Larochelle asked whether this was high because these revenues were coming in early or would there be an excess in these accounts. Mr. Moody said it was due to the time of year mostly and good investment rates. There is \$1,400,000 in the checking account, which is \$400,000 less than last year. Mr. Moody was looking for the school's subsidy check to build up the checking account. Mr. Moody said he had \$967,000.00 invested to date, including \$500,000 of it in five certificates of deposits, which will come due in January. He said there was \$1,600,000 in a cash management account that he planned to use so he could keep reinvesting the certificates of deposits. Mr. Moody said excise revenues were better than he anticipated, but the rest of the revenues were just the way it happens to be.

Councilor Smith said he was concerned about the Town Manager's budget. Councilor Bowie said he went through the budget and looked at all of the salary lines based upon the new positions that Lisbon had addressed and projected what Lisbon would still need to pay. Councilor Bowie said it looked like there should be about \$60,000 left across the Town Manager, Finance, and Economic Development salary lines to offset the new Town Manager's salary for the remainder of this fiscal year.

Mr. Brooks said whatever rate the Council agreed upon with the former Town Manager for secretarial wages in 10121120 had not been adhered to; the former Town Manager hired that position at a \$1.00 more an hour than what the Council budgeted. Councilor Wells estimated this line to be overdrawn by \$1,350. Mr. Brooks said this all adds up to what the Council will be facing as the year end approaches, plus all departments will be notified that as of January 1<sup>st</sup> their mileage reimbursement rate will be increasing to \$.505. Most of the budgets were budgeted at \$.445, except for two at \$.485.

Mr. Brooks said the leases were being held up because TD Banknorth needed information from another agency; the leases are expected to be completed within a week or two. Mr. Brooks said he pre-encumbered the bus's quarterly payments according to the contract; the full amount needed for the contract had not been budgeted. Councilor Larochelle said he noticed all the education lines were pretty much expended, and asked if this was typical. Councilor Bowie said he noticed a couple was over expended. Councilor Larochelle said office supplies seemed to have been depleted early; there will be stricter controls issued in regards to office supply purchases in January.

Mr. Brooks said there will be a problem with the cost of gasoline soon. Mr. Brooks said Mr. Moody looked into MTM's fuel oil consumption as requested and discovered MTM still has about 4,000 gallons of pre-paid fuel oil undelivered. Councilor Crafts pointed out the new boiler should be running more efficiently too.

The Council discussed grants again, and asked Mr. Moody to have the new Finance Director come up with a better way to handle these. Councilor Wells thanked Mr. Moody for attending.

Councilor Smith announced the next Lisbon/SAD 75 School Consolidation Committee meeting will be December 19<sup>th</sup> at the Lisbon Community School at 6:30PM.

#### TRANSITION OF NEW TOWN MANAGER

The Council thanked Mr. Eldridge for attending. Councilor Wells said the new Town Manager will begin January 7<sup>th</sup>; he will be attending his first Council meeting on the 8<sup>th</sup>. Councilor Wells said she talked to Mr. Eldridge about holding an open house just before that Council meeting so residents could meet him and requested Mr. Brooks create an invitation to post on the Town's website, send to local business people, and the Town's employees.

Councilor Wells said there was a lot coming up to discuss with Mr. Eldridge, including planning the budget calendar for next year. Councilor Bowie requested Mr. Eldridge's email account be set up ahead of time. Mr. Eldridge said he was looking forward to being here.

Councilor Wells said the second interviews for the Finance Director's position were completed tonight and that a decision would be made soon.

#### **ADJOURNMENT**

**VOTE (2007-180).** Councilor Bowie moved, seconded by Councilor Larochelle to adjourn at 8:42 PM. **Order passed - Vote 5-0.**

Respectfully Submitted,

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM

*These minutes are not verbatim. Cassette tapes are filed in the Town Clerk's Office.*