



**TOWN COUNCIL  
WORKSHOP  
MEETING MINUTES  
APRIL 10, 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 Larochele, At Large 2020

CALL TO ORDER. Councilor Brunelle called the meeting to order, and waived the pledge of allegiance to the flag at 7:00 pm.

ROLL CALL. Members present were Councilors Albert, Kolbe, Larochele, Brunelle, and Lunt. Also present were Diane Barnes, Town Manager; Mark Stevens, Parks and Recreation Director; Diane Nadeau, Library Director; Lydia Colston, Finance Director; Dan Leeman, Planning Board; and approximately 9 citizens in the audience.

**BUDGET WORKSHOP**

**PARKS AND RECREATION**

Mr. Mark Stevens presented the budget for parks and recreation department for the upcoming year. Mr. Stevens said the department would like to hire one new full time employee and increase one employee from a part time to a full time position. Over the last fifteen years the parks and recreation department has acquired the MTM center and all of the associated programs, several parks, including Beaver Park, the Seniors Program, and several cemeteries without adding additional staff or any real increase in budget. Mr. Stevens said the town is fortunate to have the people who currently serve on the Rec Committee. This is the strongest committee in several decades. However, there is a critical need to have more staff to maintain the level of service the Parks and Recreation department can offer the residents of Lisbon year round.

Mr. Stevens requested a \$13,000 raise in wages. The raise would cover an increase in hours from 25 to 40 hours per week for the Senior Coordinator/Programmer. This position is responsible for overseeing the planning of all excursions, meals, and fitness classes for the Senior Program, the Fitness Program, and the After School Programs. In addition, an increase in hours for this position will enable future growth in the department.

Mr. Stevens said the budget included the two part time mowers for 20 weeks, one full time Maintenance Coordinator and one person at the Parks Gate.

Mr. Stevens said currently the budget allows for a 12 weeks mowing schedule for the parks. He requested a \$7,000 increase in wages to allow for an increase to a 20-week mowing season.

Mr. Stevens stressed that he really needed the full time Maintenance Coordinator now to begin training and planning for this summer season. Mrs. Barnes said there might be room to appropriate some of the unassigned funds.

Mr. Stevens addressed the increase of \$2,300 in Water. He said he got estimates for a new water line at the South Street Community Gardens for \$1,300. He also spoke with the Water Commissioner about installing a valve outside MTM to enable easier creation of the ice rink. The estimate of \$1,000 was included for the valve installation.

Mr. Stevens mentioned he requested \$2,000 for new outside lights. He got another estimate for between \$200 and \$400. He stated he had enough in his this year's budget to cover the cost. However, he requested the \$2,000 be used to purchase a sign to highlight the walking/bike path on 196.

Mr. Stevens said he reduced the Moxie Car Show budget by \$6,000.

Mr. Stevens stated he reduced the Co-Ed Softball budget by \$3,000.

Mr. Stevens discussed revenues collected by the department. He mentioned that even though the program fees have remained the same, the number of participants in the After School Programs continue to grow. The revenues collected have exceeded expectations. Last year, the expectation was to collect \$55,000. However, as of April 1, revenues collected come to just over \$61,000 with a total of approximately \$80,000 by the end of June. The cost of staff to run the programs is approximately \$30,000.

## LIBRARY

Mrs. Diane Nadeau presented the library budget stating the library would like to move forward with the Maine Intranet System which includes the bar coding of all materials. The library would also like to continue to expand use of the Maine Interlibrary Loan program by educating patrons on the availability and ease of use of this statewide program. In addition, the library will continue to access the collection to ensure it meets the needs of the residents and to maintain available shelving space. The library will be adapting the children's program to include more outreach programs as well.

Mrs. Nadeau said she has been appointed to the Maine Intranet Executive Board, which will meet once a month, mainly in Augusta, but may move to other locations. As such, mileage request has increased from \$75.00 to \$300.00.

Mrs. Nadeau stated dues for the MLA have increased to \$200.00.

Mrs. Nadeau mentioned Contracted Services request had increased by \$300.00. This would cover extra shoveling costs incurred from severe storms.

Mrs. Nadeau explained the increase in postage and delivery of \$612.00 was to facilitate a fourth Interlibrary Loan day at the beginning of the week to help alleviate the overload of requests and returns over the weekend.

Mrs. Nadeau requested \$1000.00 increase under Supplies Operational. This fund supports an increased download ability, an increase circulation of DVD's and audiobooks, more refreshments for the Merry Main Street Program as it continues to grow, and janitorial supplies for the public restrooms.

Mrs. Nadeau explained the need for new shelving at the Library due to severe damage caused this winter from a burst pipe. The Library lost 14 shelves in the back room, and she had submitted to the Council an estimate for a new shelving system. She also stated that an alternative plan to the heating system would be worth future discussion as well. Councilor Albert stated an alternative heating plan and replacing the regular shelving would be a more economical solution than purchasing a new shelving system.

Mrs. Nadeau mentioned she submitted an estimate for replacing the carpeting. The current carpet is over 20 years old.

Councilor Larochelle asked if the telephone line for afterhours was a part of the recent phone system upgrades. Mrs. Nadeau said yes and stated that the request for an increase in telephone funds was for the new automated line. Both Councilor Larochelle and Councilor Albert requested a review of this fee because the increase for another line seems excessive instead of using a voicemail service. Mrs. Barnes said she would also check to see if other departments were paying for this service.

## ADJOURNMENT

Councilor Brunelle adjourned the meeting at 8:26 PM