



**TOWN COUNCIL  
WORKSHOPS & SPECIAL  
MEETING MINUTES  
MAY 8, 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 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Larochelle, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Marc Hagan, Police Chief; Nate LeClair, Fire Chief; Nick Knowlton, Roundtable Technologies; Ben Smith, Contracted Town Planner; Amanda Bunker, Contracted Town Planner; Rick Green, Superintendent of Schools; Haley Redman, School Bookkeeper; Traci Austin, School Committee Chairman; Kathi Yergin, School Committee Member; Donald Fellows, Planning Board Chairman; Karen Paradis, Planning Board Member; and approximately 10 citizens in the audience.

**TECHNOLOGY BUDGET - IT TECHNOLOGY DISCUSSION**

Nick Knowlton from Roundtable Technology said for now there will be no change to the Technology budget. Moving forward, he said, they could help with equipment software efficiencies and migration with Munis. He indicated he could put some numbers around that work.

**PLANNING BOARD BUDGET  
CONTRACTED TOWN PLANNER DISCUSSION**

Mr. Fellows reported the Planning Board has been working with the Contracted Town Planner since 2012. Together they have accomplished a lot for the community. He explained how valuable the planner's information is at meetings, especially when they are reviewing subdivisions and developments. The planner has played a huge role assisting the board with the Comprehensive Plan Update and developing ordinances.

Ben Smith, Contracted Town Planner reported upcoming goals for this year include completing the Comprehensive Plan Update and implementing projects moving in the direction outlined in the Comprehensive Plan. This includes items like updating existing ordinances to match the new plan, consolidating land use charts into one single place with common performance standards, and future planning for waterfront development. This also includes Beaver Park improvements, like additional parking and potential program planning for that facility.

Councilor Larochelle said the Route 196 Committee and Lisbon Development Committee (LDC) covered a lot of ground with the planner's help. The planner made the process smoother for businesses moving into Lisbon. He requested an outline in detail covering their goals for the upcoming year. For instance, long term planning will take how many hours, etc. He suggested regular updates to the Council like the department heads.

Ms. Bunker indicated their contract specified they could attend up to three meetings a month, which could be two Planning Board meetings and one for LDC meeting. They list the number of hours spent and on what on their invoices. She reported sometimes they work on only one thing and then at other times they work on several things all at once. Ms. Bunker said there is room for adjusting the lines of communication. She said there is still an endless list of things to do.

Mr. Fellows reported situations come up unexpectedly, which require his/her attention and advice. Mr. Smith explained he currently works about 5 hours a week, which is working out fine. He recommended summary reports be completed every three to four months, if less it could take away from the work that needs to be accomplished.

Councilor Lunt said it would be beneficial to have the Economic Development Director and Planner on the same page. He recommended the Planner, Planning Board Chair, Code Enforcement Officer, and Public Works Director, etc. meet as needed during office hours. Ms. Bunker agreed that two hours on site is much more productive than emailing.

Mr. Smith said once the Comprehensive Plan is done they can take a more active management role assisting with implementation, technical issues, budget planning, and coordinating projects.

Councilor Kolbe said this work plan is vague. She suggested adding more in depth detail to the list of goals. She requested timeframes be added, indicating timeframes will need adjusting as projects progress. She suggested not attending every Planning Board/LDC meeting when not necessary, because there may be other priorities more pressing.

Mrs. Paradis said the Planning Board does not have the expertise the planner has and that they do not know what they do not know. She reported they have made an unbelievable amount of progress over the past five years. She indicated they often email the planner for advice and answers to questions. She said the planner offers the guidance needed to move in the right direction as new topics come up. Mr. Smith indicated part of project management, includes what has to happen and how long it will take. Mr. Fellows pointed out how important it has been to have access to the planner prior to meetings so everyone stays on track.

Mrs. Barnes recommended quarterly reporting to include what the planner has worked on and what they plan to work on. Councilor Ward recommended emailing those reports directly to the Council and Town Manager to improve communication.

#### ADDED ITEM – BUDGET UPDATE

Mrs. Barnes reported she expected the total increase on the municipal side to be around \$850,000, including the Androscoggin County Tax bill. She reported that revenue estimates are not ready yet. Councilor Albert wanted to know about new businesses and how that equates to revenue generated as tax dollars. Mrs. Barnes said it is too early for that now; Ms. Malloy needs to complete her fieldwork and then she can address that question.

Councilor Albert mentioned he would like to see the cost of migration to Munis discussed. He asked if this would be done in-house or not.

Councilor Albert reported the town could save \$5,000 if it discontinued airing Council meetings on Great Falls TV. He said these meetings are now available on live stream through the internet. He discussed the possibility of airing them on another public access station that residents can access with a simple antenna. Mrs. Austin reported the School Committee did not support sharing the cost for Great Falls when asked to pay half of that bill. She said the minutes are available online and meetings are accessible through live stream. She said the information is not lost.

Mrs. Barnes remarked the previous meeting did not make it over to Great Falls in time to air because there were breaks in the meeting that required additional programming and that she did not receive one complaint.

Councilor Ward said we are just following what the School Department has already moved. Councilor Ward said we have a first, second, third, and fourth for a motion.

**(STRAW POLL)** Councilor Albert & Brunelle, seconded by Councilor Larochelle & Lunt moved to zero out this line in the budget for Great Falls TV. **Polled Results – 7-0**

#### PUBLIC HEARING

##### A. SCHOOL BUDGET

The Chairman called the public hearing to order at 7:08 PM. Superintendent Green reported the changes to the previous figures submitted.

Superintendent Green said the recommended total overall school budget increase is \$676,540, but the actual impact to the local taxpayer is \$493,786, which does include Adult Ed.

Dr. Green said they would be utilizing \$544,487.00 in revenues for this budget, which includes the amounts from unassigned fund balance (Balance to help defray taxes & State Grant/MLTI) and anticipated revenues (Capital Reserve Fund, Interest Credit, Lunch, & Special Purpose School). This is a \$164,530 decrease from last year.

Dr. Green pointed out the transition amount no longer is a part of this calculation; however, this amount now has been included in the total additional funds. He mentioned the mil rate and valuation for the town has changed, which will affect the local taxpayer, as well.

Dr. Green reported the State's contribution is \$8,864,185 dollars for next year and the local contribution is at \$7,009,507, which is a \$488,571 increase over last year. The total school budget submitted by the School Committee for Council approval is \$16,412,047 or a 4.3% increase of \$673,540. The biggest surges are from the Maine State Retirement System, added half time maintenance position, salaries & benefits, workers compensation rates, along with a decrease in revenues. He went over the amounts in the budget related to the \$2,009,155 over Essential Programs & Services. He said the total amount that has to be raised locally is \$7,023,783 is a 7.6% increase.

Superintendent Green mentioned the Capital Reserve Account created in 2012 to fund maintenance of plant and minor remodeling projects. The balance today is \$10,043. He said the School Committee will be transferring money into that account at their next meeting and the school budget has built in the use of the \$39,768, which covers some of the differences in their lease purchase agreements. He mentioned there is a decrease in their debt service too, which will be used to offset other projects.

Superintendent Green explained the new requirement regarding Regional Service Centers and the state withholding funds. He said what happens is that the state is going to withhold a certain amount per student for any school system that is not a part of a Regional Service Center. Lisbon is one of about 20 applicants; there are about 12 applications approved so far. He said we are now in the second phase of our application process. We are working with RSU4 on Day Treatment Programs. Their students would come to Lisbon pending DOE approval. Superintendent Green said it is to our advantage to participate in an Inter-local Agreement. Lisbon and RSU4 are going to collaborate on this anyway so if Lisbon ever wanted to withdraw there is language in there to do that. Lisbon received \$76,000 in revenue last year from the Gartley Street School, which was lower than anticipated. He estimated \$91,000 for next year. Mrs. Austin said for now Lisbon's application is in and we have a strong relationship to work with moving forward.

Councilor Ward pointed out that \$488,571 in this budget is for uncontrollable costs, which means there is an uncontrollable increase. Councilor Ward remarked there were no cuts to services or programs and they hired an additional half time maintenance position.

The Chairman closed the public hearing.

## B. SCHOOL CAPITAL IMPROVEMENT BUDGET

The Chairman opened the public hearing. Councilor Ward said they received the School's CIP along with the town and Water Department when Mrs. Colston presented it. He asked Councilors if they had any questions. Superintendent Green said there have been a couple of changes since the Council received it. He said he upgraded the security cameras at the Middle School, High School, and Phase II renovations have begun. Councilor Ward said that should not be a problem; we have no issues with those remaining on the plan. Councilor Ward thanked the Superintendent and School Committee members for attending. The Chairman closed the public hearing.

## POLICE DEPARTMENT BUDGET

Chief Hagan presented his goals, which included increased community outreach, increased directed enforcement activity (picking new areas of town to patrol), increase supervision of officers, and to decrease our level of liability and risk to the town, department, and officers through increased training and supervision. We will be looking for problems lying in wait to address before they happen. He said they plan to increase cross training, too.

Chief Hagan requested a new part-time IT position. Currently the Patrol Sergeant is doing this work, which is a disservice to the town and liability issue. His focus is on direct leadership and being out on the road; however, the IT work takes our Patrol Sergeant off the road and away from direct supervision.

Chief Hagan explained the independent staffing study completed in 2015 suggested the Police Department needed to get out of the IT business. Eliminating the IT stipend and hiring an IT civilian would cost an additional \$4,000 annually. He said the benefits are increased supervision, patrol output, and a decrease in liability that makes this financially worth addressing. He said routine IT work flows better with Communications since both roles are in house and available 24/7.

Chief Hagan explained he would like to move the Communications supervisory role from the Patrol Sergeant to a Communications Officer. He suggested the Communications supervisor position (training, evaluation, scheduling, quality control monitoring, and determining productivity workload) over 4 full-time and 6 part-time communications officers be given to someone currently within the station within the Communications Department, which puts our Patrol Sergeant back on the road. The cost is an additional \$4,804 for additional duties to a current position.

Chief Hagan said he is requesting Council hire a seventh patrol officer. He said we have only minimum coverage with six patrol officers. He said with officers out sick, vacation, or injured as we have right now, we have to operate at overtime rates. This means officers are responding by themselves or calling for backup from Sabattus or Androscoggin County. This means an officer could be waiting 5 or 10 minutes for assistance until someone gets there. This seventh patrol officer is essential from a safety perspective. With seven Lisbon could get to the point where it would have two officers per shift reducing liability and meeting the minimum standards.

Councilor Larochelle asked where we are now on total officers according to the study. Chief Hagan said we have 12 so this would make 13 officers and the study said 14 were needed. Chief Hagan indicated he did not want to be greedy and ask for both. Councilor Ward questioned whether one was enough. Councilor Crawford asked if 12 included reserves. Chief Hagan replied no, we have four reserves, but it is difficult to get those volunteers in to serve for \$15 or \$16 an hour with what officers are dealing with today.

Councilor Albert pointed out with two injured officers the Police Department is down to 10 officers. Chief Hagan said it was down to nine a few weeks ago, but we recently hired someone. Councilor Albert pointed out that if we get two new officers now and something else happens or someone leaves we would be more proactive then reactive.

Councilor Larochelle asked how much it would cost to hire an additional officer. Mrs. Barnes said from \$69,845 to \$83,719 with benefits. Chief Hagan mentioned the additional \$5,500 or so to be outfitted and the Police Academy if needed.

Councilor Larochelle wanted to know if the \$40,000 in TIF funds could go towards this position. Mrs. Barnes offered to look into that.

Councilor Albert said if we did support two officers could one become the SRO. Chief Hagan said he gets that the School Department needs to increase the feeling of safety, which he agreed with, but his focus would be on the safety of the whole community first. You might find a community without a detective or SRO, but you will not find one without a patrol force meeting with people. He said he was not against the SRO position, but that we just need to meet our community's basic needs first and SRO needs second.

Chief Hagan said he was receptive to the idea of having officers do their reports within the school system and that they are willing to provide the space, so this could be an option for now. Councilor Ward said this gives us a greater police presence in the school system so two new officers would provide more tools in the toolbox to utilize.

Chief Hagan explained cruiser costs were going up and that his budget included \$8,000 for seven new firearms. We currently do not have optics on our weapons. Shot placement is extremely important and a lot easier with optics. It would cost \$7,491 to upgrade and \$225 more to trade them in for brand new ones so he recommended new ones. Mrs. Barnes said those were on the undesignated fund list because they are a one-time purchase.

**(STRAW POLL VOTE)** Councilor Ward polled Councilors to find out who supported adding two police officers in next year's Police Department budget. **In Favor: Albert, Brunelle, Larochelle, and Ward. Not sure: Kolbe, Crawford, and Lunt.**

#### ANIMAL CONTROL BUDGET

Chief Hagan said they purchased new tires last year. He said this budget increased \$3,979, but in a lot of different spots; nothing huge. He pointed out that part-time wages went up to cover more time when the full-time ACO is on vacation.

### COMMUNICATIONS BUDGET

Chief Hagan requested funds as previously mentioned for a Communications Supervisor position. He said additional funds are need for officer training, supervisor training, along with \$1,500 for four wireless headsets to avoid future shoulder injuries. Mrs. Barnes pointed out that the 5110 account looks like it went down and that she would check the line to be sure it is correct since there were changes in personnel.

### FIRE DEPARTMENT BUDGET

Chief LeClair said Deputy Robitaille and he built this budget. His goals included the recruitment of more personnel through community involvement and the first responder program. He indicated on Moxie Day they plan to do a fire extinguisher training, an informational booth, and then get back into the school system more. There are 42 members in this department, but not all 42 members show up at the same time; about a third of that shows up at any one time. He said they plan to focus on their first responders program. He explained Lisbon can not afford to pay 20 guys to show up on-call when only the licensed EMT guys should be responding so that's already been adjusted.

Chief LeClair explained wages increased from \$146,000 to \$150,000. He mentioned it had not been a whole year yet since the new law on compensation went into effect so there is no way to determine how much time these guys are putting in outside of calls. This would include maintenance, bringing trucks back and forth for repairs, and the slowly increasing call volume. He said mileage and tolls went back into his budget to cover trips to our vendor in Vasselborough.

Chief LeClair said uniforms for the Chief and Firefighters were in one line now and that he adjusted the cell phone line. Diesel went up based on usage and fuel price. Mrs. Barnes said she would check the sewer line again.

Chief LeClair explained the Repair and Maintenance line increased \$2,000 to offset the cost of annual pump tests, ladder tests, SEB flow tests, etc., which are required to meet NFPA standards. Councilor Ward said he did not think the Fire Department had done a very good job in the past of maintaining our equipment and training our employees and he wanted to ensure there was enough in this line for repairs and maintenance to avoid raiding the Capital Reserve Account. Councilor Larochelle said this line had gone up from last year so maybe this number will work.

Chief LeClair said gear is getting old and that he has four sets out for repairs. He needs to send other sets out for repairs along with outfitting new firefighters. He added \$2,600 in the tire line for a set of truck tires and a set of winter tires for the Chief's vehicle.

Mrs. Barnes said she added \$34,200 for equipment purchases to the list funded by undesignated. Chief LeClair said included in the list are three new replacement air bottles at \$1,300 each, a command center for the back of the Chief's vehicle, two \$4,000 positive pressure fans, tools, and another pump.

Chief LeClair said Engine II was supposed to last until 2025, but probably will not. Councilor Larochelle recommended reviewing this plan to see where we are at since a lot has changed since the plan was put into place. Chief LeClair said probably all the trucks need a professional review. Councilor Ward asked where the money to do that would go into this budget. Chief LeClair said in Line 5345 and offered to get an estimate to the Town Manager. Councilor Ward said he would needs this information when the Council goes out to bond this truck replacement.

Councilor Larochelle asked about the Fire Department's water bill since the town already pays for water to fight fires. Chief LeClair mentioned they fill trucks in the station. Mrs. Barnes asked why they were not filling them at the hydrants. Councilor Larochelle said that would not be as convenient; we already pay a large sum for water and 30% of that bill was supposed to cover fire protection. It should all be the same whether it comes out of the faucet in the station or the hydrant. Mrs. Barnes offered to check with the Water Department.

Councilor Ward suggested Chief LeClair rethink the policy of not washing personal vehicles at the station. He said he understood this was a huge morale issue when other departments in Maine stopped allowing it a few years ago; however, it is such a small thing offer employees to boost their morale. He requested Chief LeClair research this issue and obtain the costs associated with it for the Council to review.

### PART-TIME POSITIONS

Mrs. Barnes asked what the Council would like to do about the Assessing Part-Time position. She said the Council needs to make a decision on the Contracted Town Planner in the Planning Board budget, too.

Councilor Kolbe asked if Council could use TIF money towards the Town Planner. Mrs. Barnes said once the amended development plan is approved there may be planning portions that qualify. She offered to check into that.

Councilor Larochelle said he was for adding the part-time position in the Assessing Department. Mrs. Barnes said the Finance Department could use another 20-hour IT position and together maybe one person could fill these two positions. She indicated it would be easier to fill one full-time position instead of a part-time position. This would be split between Finance and Assessing; or Council could just stay with the 20-hour part-time position and see what we get. Councilor Crawford said he would rather stay with the one part-time position in Assessing. Councilor Albert agreed and indicated he would like to see what Ms. Malloy's needs were before consolidating.

Councilor Lunt said if we hired one part-time IT position, would the town be scaling back Roundtable's services. Councilor Albert said maybe the part-time IT position could handle maintenance and routine things, and cover the Police Department's needs, and then Roundtable could handle the specialty things, which require more expertise. He said he planned to meet with Mrs. Colston and Mrs. Barnes on Monday to discuss IT needs and offered to report his findings back to the Council at their next meeting.

### ADJOURNMENT

Seeing no further business to come before Council, Councilor Ward adjourned the meeting at 9:42 PM.

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: June 5, 2018