



AGENDA
TOWN COUNCIL
WORKSHOP
APRIL 30, 2019
LISBON TOWN OFFICE
6:00 P.M.

Town Council

Norm Albert, Chairman
Kasie Kolbe, Vice Chair
Christopher Brunelle
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward
Vacant

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

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

Town Clerk reading of meeting rules

3. BUDGET WORKSHOP

- A. Town Manager
- B. Public Works
 - 1) Hydrant Rental
 - 2) Street & Traffic Lights (Electricity)
- C. Winter Budget
- D. Transfer Station/Solid Waste
- E. Wastewater Treatment Plant

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").

Manager Request Worksheet
Expense

Account	2019 Budget	2020 Initial	2020 Manager
Dept/Div: 01-100 General Gove / ELECTED OFFI			
5100 ELECT/APPOIN	17,730.00	17,730.00	17,730.00
5121 PRO DEV	1,000.00	1,000.00	1,000.00
5130 FICA	1,357.00	1,357.00	1,357.00
5132 WORKER'S COM	64.00	70.00	70.00
5201 ADVERTISING/	1,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	100.00	100.00	100.00
5257 PRINTING	100.00	100.00	100.00
5380 SUPPLIES OPE	500.00	500.00	500.00
ELECTED OFFI General Gove	21,851.00	21,857.00	21,857.00
Dept/Div: 01-105 General Gove / TOWN MANAGER			
5101 DIRECTOR/MAN	96,482.00	98,995.00	98,995.00
5102 ADMIN	47,502.00	49,276.00	49,276.00
5111 OVERTIME	500.00	0.00	0.00
5120 MILEAGE	2,900.00	2,900.00	2,900.00
5121 PRO DEV	1,500.00	1,000.00	1,000.00
5123 MEALS & LODG	100.00	0.00	0.00
5130 FICA	11,053.00	11,381.00	11,381.00
5131 RETIREMENT	14,449.00	14,827.00	14,827.00
5132 WORKER'S COM	2,576.00	3,068.00	3,068.00
5133 MEDICAL INSU	38,768.00	39,746.00	39,746.00
5136 UNEMPLOYMENT	495.00	351.00	351.00
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	840.00	840.00	840.00
5256 POSTAGE & DE	250.00	250.00	250.00
5257 PRINTING	1,200.00	0.00	0.00
5375 SUPPLIES OFF	600.00	600.00	600.00
TOWN MANAGER General Gove	230,065.00	234,084.00	234,084.00
Dept/Div: 01-115 General Gove / INSURANCE			
5138 HRA	41,650.00	44,670.00	44,670.00
5226 GENERAL LIAB	8,455.00	8,877.00	8,877.00
5229 VEHICLE INS	29,459.00	30,932.00	30,932.00
5254 Critical Inc	0.00	1,400.00	1,400.00
5255 POLICE LIABI	15,812.00	16,603.00	16,603.00
5259 PROPERTY INS	18,934.00	19,881.00	19,881.00
5261 PUBLIC OFFIC	3,860.00	4,053.00	4,053.00
5262 EMPLOY LIAB	8,651.00	9,084.00	9,084.00

Manager Request Worksheet
Expense

Account	2019 Budget	2020 Initial	2020 Manager
Dept/Div: 03-305 Public Works / PUBLIC WORKS			
5101 DIRECTOR/MAN	80,018.00	80,018.00	80,018.00
5102 ADMIN	18,706.00	18,748.00	18,748.00
5110 WAGES	365,983.00	390,505.00	390,505.00
5111 OVERTIME	40,000.00	40,000.00	40,000.00
5120 MILEAGE	200.00	500.00	500.00
5121 PRO DEV	4,000.00	4,000.00	4,000.00
5130 FICA	38,610.00	40,490.00	40,490.00
5131 RETIREMENT	45,440.00	45,168.00	45,168.00
5132 WORKER'S COM	28,586.00	37,415.00	37,415.00
5133 MEDICAL INSU	166,744.00	205,604.00	205,604.00
5136 UNEMPLOYMENT	2,472.00	2,060.00	2,060.00
5140 UNIFORMS & S	10,000.00	10,000.00	10,000.00
5151 DRUG TESTING	1,200.00	1,200.00	1,200.00
5201 ADVERTISING/	1,000.00	1,000.00	1,000.00
5211 CELL PHONES	1,146.00	1,600.00	1,600.00
5233 LICENSES & F	1,200.00	1,200.00	1,200.00
5256 POSTAGE & DE	100.00	150.00	150.00
5258 PROFESSIONAL	26,400.00	36,400.00	36,400.00
5266 RENTAL OF EQ	30,000.00	30,000.00	30,000.00
5272 SEWER	560.00	560.00	560.00
5275 TELEPHONE	4,000.00	4,100.00	4,100.00
5290 WATER	375.00	375.00	375.00
5300 DIESEL	27,000.00	31,000.00	31,000.00
5305 GAS	10,125.00	10,400.00	10,400.00
5310 OIL & GREASE	4,500.00	4,500.00	4,500.00
5315 R & M: CATC	5,000.00	5,000.00	5,000.00
5320 R & M: MOWI	6,000.00	6,000.00	6,000.00
5335 R & M: TREE	6,000.00	6,000.00	6,000.00
5336 LOAM & SEED	1,500.00	1,500.00	1,500.00
5345 R & M: EQUIP	8,000.00	8,000.00	8,000.00
5347 RADIO	1,000.00	1,000.00	1,000.00
5348 EQUIP PAINT	3,000.00	3,000.00	3,000.00
5355 R & M: SIGNS	3,000.00	3,000.00	3,000.00
5360 R & M: STREE	20,000.00	20,000.00	20,000.00
5370 SMALL TOOLS	3,000.00	3,000.00	3,000.00
5375 SUPPLIES OFF	1,100.00	1,500.00	1,500.00
5377 PAINT	1,000.00	0.00	0.00
5378 TRASH LINERS	350.00	0.00	0.00
5380 SUPPLIES OPE	7,000.00	8,350.00	8,350.00

Manager Request Worksheet
Expense

Account	2019 Budget	2020 Initial	2020 Manager
Dept/Div: 03-305 Public Works / PUBLIC WORKS			
5390 SUPPLIES PAR	40,000.00	40,000.00	40,000.00
5392 CULVERTS	15,000.00	15,000.00	15,000.00
5393 GRAVEL	6,500.00	6,500.00	6,500.00
5394 HOT TOP	15,000.00	15,000.00	15,000.00
5395 TIRES	5,000.00	5,000.00	5,000.00
5410 EQUIPMENT	0.00	260,000.00	0.00
5420 HEAVY MACHIN	0.00	0.00	0.00
5430 MOTOR VEHICL	30,000.00	0.00	0.00
5435 PAVING	425,000.00	475,000.00	475,000.00
5695 EXCAVA EXP	5,000.00	5,000.00	5,000.00
PUBLIC WORKS	1,515,815.00	1,884,843.00	1,624,843.00
Public Works			
Dept/Div: 03-306 Public Works / WINTER PUBLI			
5111 OVERTIME	65,000.00	65,000.00	65,000.00
5130 FICA	4,972.00	4,972.00	4,972.00
5131 RETIREMENT	6,825.00	6,500.00	6,500.00
5132 WORKER'S COM	4,901.00	5,716.00	5,716.00
5136 UNEMPLOYMENT	248.00	172.00	172.00
5215 CONTRACTED S	50,000.00	53,000.00	53,000.00
5385 SUPPLIES OTH	140,000.00	150,000.00	150,000.00
5390 SUPPLIES PAR	15,000.00	15,000.00	15,000.00
WINTER PUBLI	286,946.00	300,360.00	300,360.00
Public Works			
Dept/Div: 03-310 Public Works / SOLID WASTE			
5110 WAGES	102,169.00	150,090.00	150,090.00
5120 MILEAGE	250.00	250.00	250.00
5121 PRO DEV	250.00	250.00	250.00
5130 FICA	7,816.00	11,482.00	11,482.00
5131 RETIREMENT	8,101.00	11,890.00	11,890.00
5132 WORKER'S COM	4,915.00	7,800.00	7,800.00
5133 MEDICAL INSU	45,761.00	67,800.00	67,800.00
5136 UNEMPLOYMENT	968.00	858.00	858.00
5140 UNIFORMS & S	1,800.00	2,500.00	2,500.00
5151 DRUG TESTING	250.00	350.00	350.00
5201 ADVERTISING/	100.00	100.00	100.00
5211 CELL PHONES	420.00	420.00	420.00
5230 HAULING	10,800.00	10,800.00	10,800.00
5233 LICENSES & F	700.00	700.00	700.00
5237 LANDFILL	4,000.00	4,000.00	4,000.00

Manager Request Worksheet
Expense

Account	2019 Budget	2020 Initial	2020 Manager
Dept/Div: 03-310 Public Works / SOLID WASTE CONT'D			
5256 POSTAGE & DE	60.00	80.00	80.00
5257 PRINTING	1,200.00	1,200.00	1,200.00
5272 SEWER	500.00	500.00	500.00
5275 TELEPHONE	1,500.00	1,600.00	1,600.00
5285 WASTE DISPOS	275,000.00	285,000.00	285,000.00
5290 WATER	2,500.00	2,500.00	2,500.00
5300 DIESEL	8,325.00	9,475.00	9,475.00
5345 R & M: EQUIP	5,000.00	5,000.00	5,000.00
5375 SUPPLIES OFF	500.00	500.00	500.00
5380 SUPPLIES OPE	3,000.00	6,000.00	6,000.00
5390 SUPPLIES PAR	8,000.00	8,000.00	8,000.00
5395 TIRES	4,000.00	4,500.00	4,500.00
5470 CAPITAL IMPR	0.00	100,000.00	50,000.00
SOLID WASTE Public Works	497,885.00	693,645.00	643,645.00
Dept/Div: 03-315 Public Works / HYDRANT RENT			
5239 HYDRANT RENT	406,000.00	406,000.00	406,000.00
HYDRANT RENT Public Works	406,000.00	406,000.00	406,000.00
Dept/Div: 03-320 Public Works / STREET & TRA			
5220 ELECTRICITY	107,000.00	107,000.00	107,000.00
5345 R & M: EQUIP	8,500.00	8,500.00	8,500.00
STREET & TRA Public Works	115,500.00 2,822,146.00	115,500.00 3,400,348.00	115,500.00 3,090,348.00

Manager Request Worksheet
Expense

Account	2019 Budget	2020 Initial	2020 Manager
Dept/Div: 20-100 Utility / TREATMENT PL			
5101 DIRECTOR/MAN	82,717.00	83,963.00	83,963.00
5102 ADMIN	13,897.00	14,191.00	14,191.00
5103 Admin Bene	6,308.00	6,531.00	6,531.00
5110 WAGES	168,875.00	197,947.00	197,947.00
5111 OVERTIME	23,000.00	23,500.00	23,500.00
5120 MILEAGE	300.00	300.00	300.00
5121 PRO DEV	2,000.00	2,500.00	2,500.00
5130 FICA	21,007.00	23,402.00	23,402.00
5131 RETIREMENT	27,460.00	25,472.00	25,472.00
5132 WORKER'S COM	11,395.00	14,433.00	14,433.00
5133 MEDICAL INSU	62,052.00	76,188.00	76,188.00
5136 UNEMPLOYMENT	1,236.00	1,030.00	1,030.00
5138 HRA	3,157.00	3,218.00	3,218.00
5140 UNIFORMS & S	4,000.00	4,500.00	4,500.00
5201 ADVERTISING/	200.00	200.00	200.00
5203 AUDITING & A	2,550.00	2,550.00	2,550.00
5210 CCTV & CLEAN	10,000.00	10,000.00	10,000.00
5211 CELL PHONES	2,225.00	2,441.00	2,441.00
5220 ELECTRICITY	97,000.00	97,000.00	97,000.00
5226 GENERAL LIAB	889.00	934.00	934.00
5229 VEHICLE INS	1,292.00	1,357.00	1,357.00
5231 HEATING	7,500.00	7,500.00	7,500.00
5233 LICENSES & F	1,500.00	1,500.00	1,500.00
5238 LEGAL	1,000.00	1,000.00	1,000.00
5256 POSTAGE & DE	7,500.00	8,500.00	8,500.00
5258 PROFESSIONAL	12,500.00	10,000.00	10,000.00
5259 PROPERTY INS	4,632.00	4,864.00	4,864.00
5270 SECURITY SYS	1,800.00	1,800.00	1,800.00
5271 SERVICE & SO	12,000.00	15,000.00	15,000.00
5275 TELEPHONE	1,920.00	2,000.00	2,000.00
5277 TRASH REMOVA	1,200.00	1,700.00	1,700.00
5285 WASTE DISPOS	78,000.00	78,000.00	78,000.00
5290 WATER	12,500.00	12,500.00	12,500.00
5300 DIESEL	4,500.00	5,200.00	5,200.00
5305 GAS	4,500.00	4,600.00	4,600.00
5315 R & M: CATC	7,500.00	7,500.00	7,500.00
5350 R & M: SEWER	70,000.00	72,000.00	72,000.00
5370 SMALL TOOLS	3,000.00	3,000.00	3,000.00
5375 SUPPLIES OFF	2,500.00	2,500.00	2,500.00

Manager Request Worksheet **Expense**

Account	2019 Budget	2020 Initial	2020 Manager
Dept/Div: 20-100 Utility / TREATMENT PL CONT'D			
5385 SUPPLIES OTH	43,500.00	41,500.00	41,500.00
5421 Vactor Lease	37,350.00	37,313.00	37,313.00
5425 IMPROVEMENTS	190,000.00	150,000.00	150,000.00
5512 2005 Swr PR	17,500.00	17,500.00	17,500.00
5513 2006 Swr PR	25,000.00	25,000.00	25,000.00
5518 2014 QECB PR	9,869.00	10,453.00	10,453.00
5522 2005 Swr IN	2,710.00	2,360.00	2,360.00
5523 2006 Swr IN	4,066.00	3,690.00	3,690.00
5528 2014 QECB IN	11,409.00	10,852.00	10,852.00
5530 ADMINISTRATI	2,200.00	2,200.00	2,200.00
5656 METER READS	10,000.00	10,000.00	10,000.00
TREATMENT PL	1,129,216.00	1,141,689.00	1,141,689.00
Utility	1,129,216.00	1,141,689.00	1,141,689.00
Expense Totals:	1,129,216.00	1,141,689.00	1,141,689.00