



**AGENDA**  
**COUNCIL MEETING**  
**MAY 07, 2019**  
**LISBON TOWN OFFICE**  
**7:00 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 WardTown Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
  - 2019-87 ORDER – Proclamation 50<sup>th</sup> Anniversary of Municipal Clerks Week
  - 2019-88 ORDER – Proclamation Kids to Parks Day
4. PUBLIC HEARINGS
  - A. School Budget
  - B. School CIP
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
  - 2019-89 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#4182019	\$9,955.38	#4252019	\$ 108,799.21
#522019	\$21,217.90	#	\$
  - B. School Accounts Payable & Payroll Warrants -

#25	\$1,627.22	#1054	\$320,360.39
#1055	\$337,162.41	#1056	\$11,799.32
#26	\$1,529.67	#1058	\$11,623.26
#1057	\$305,558.74		
  - C. Workshop Minutes for April 9, 2019 & April 23, 2019, and Minutes for April 16, 2019
  - D. Renewal Mobile Home Park License for Town & Country Park
  - E. Set Public Hearing on May 21 for Frank's Special Entertainment Permit & Snappy Dawys Griddle
  - F. Set Voter Registration Hours for June 11, 2019 Election
  - G. Renewal Victualers Licenses & Itinerant Vendors
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
  - 2019-90 ORDER – Capital Reserve Request – School Committee Phase I Installation for Athletic Field Lights
  - 2019-91 ORDER – Bureau of Justice 2019 Bullet Proof Vest Grant Application
  - 2019-92 ORDER – Mutual Aid Agreement
  - 2019-93 ORDER – Fire Truck Bid Award
  - 2019-94 ORDER – Vehicle Lift Purchase
  - 2019-95 ORDER – Planning Board Goals
  - 2019-96 ORDER – Bookkeeper Position
  - 2019-97 ORDER – July 5<sup>th</sup> Office Closure
  - 2019-98 ORDER – June Meeting Schedule – Move Regular June 18 meeting to June 25
  - 2019-99 ORDER – Town Manager to Serve in Role of an Appointed Officer
  - 2019-100 ORDER – Set Workshop to Discuss Transfer Station Operations and Finances
  - 2019-101 ORDER – Solicit Bids for Public Works Wheeler, Body, & Plow Attachments
  - 2019-102 ORDER – Underground Diesel Tank Additional Work
8. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School (Councilor Albert)
    2. Planning Board (Councilor Ward)
    3. LDC (Councilor Larochelle)
    4. Conservation Commission (Councilor Ward)
    5. Recreation (Councilor Kolbe)
    6. County Budget (Councilor Ward)
    7. Library (Councilor Lunt)
  - B. Town Manager's Report
  - C. Sludge Disposal Update
  - D. One Room School House
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
  - 2019-103 ORDER – Per 1 MRSA Section 4056(C) Acquisition of real property or Economic Development
13. ADJOURNMENT
  - 2019-104 ORDER – To Adjourn

## 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](http://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").





# Town of Lisbon

Diane Barnes  
Town Manager

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

## MEMO

To: Town Council  
From: Diane Barnes, Town Manager  
Subject: Recommendations  
Date: May 07, 2019

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### **Agenda Item 2019-90 Capital Reserve Request – School Committee Phase I Installation for Athletic Field Lights**

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. The use of the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$81,983 and the following request is to utilize an amount not to exceed \$30,000 to pay for the Phase I installation of the Athletic Field Lights.

On Monday, April 29, 2019, the Lisbon School Committee voted 5-0 to request authorization from the Town Council to utilize an amount not to exceed \$30,000 from the Lisbon School Department's Capital Reserve Fund to pay for the Phase I installation of the Athletic Field Lights. A copy of the quote from Musco Lighting is in the Council's packet.

#### **Recommendation**

**To authorize the School Committee permission to utilize an amount not to exceed \$30,000 for the Phase I installation of the Athletic Field Lights.**

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### **Agenda Item 2019-91 Bureau of Justice 2019 Bullet Proof Vest Grant Application**

The Federal Bureau of Justice Assistance awards money annually to various Federal, State, and Local law enforcement agencies to assist with the purchase of bulletproof vests. The current cost of vests purchased by the Town is approximately \$620, half of which would be reimbursed by the BJA if the grant request were accepted. The current grant between the Town of Lisbon and the BJA will expire in August. The new grant will not expire until August 31 of 2021. We are requesting the purchase of 10 vests over the two-year period due to current vests expirations and the potential of hiring new officers. This would cost roughly \$6,200, of which \$3,100 would be reimbursed through the grant. The difference will be funded through the Police Department operating budget.

Chief Hagan is requesting permission to apply for, accept, and spend any money provided to the Town of Lisbon through the 2019 Bureau of Justice Assistance "Bulletproof Vest Partnership".

#### **Recommendation**

**Authorize the Police Chief to apply for, accept, and spend any money provided to the Town of Lisbon from the 2019 Bureau of Justice Assistance "Bulletproof Vest Partnership" grant program.**

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**Agenda Item 2019-92  
Mutual Aid Agreement**

The current mutual aid agreement with the Sagadahoc Sheriffs Office has expired. A copy of the agreement is in the Council's packet and is a standard mutual aid agreement between neighboring law enforcement agencies that are occasionally called upon to assist one another due to various manpower needs in emergency situations. Chief Hagan is requesting the Council review and approve the proposed agreement.

**Recommendation**

**Approve and authorize the Town Manager to sign Sagadahoc Mutual Aid Agreement for Policing Services as presented.**

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**Agenda Item 2019-93  
Fire Truck Bid Award**

After many months of the committee evaluating the needs of the Fire Department, they came up with a specification for the new pumper. Pulling from the HGAC vendor list, they brought in two vendors that met the minimum requirements, which were a stainless steel body, galvanized frame rails, and available local service. These two vendors were MinuteMan Fire & Rescue Apparatus and Greenwood Emergency Vehicles (E-One). The results were as follows.

Dealer: MinuteMan Fire Rescue Apparatus, Inc  
Brand: Pierce  
Cost as proposed: \$697,956  
100% prepay option: -\$23,000  
100% pre-pay option: \$674,956  
Trade in allowance for current Engine 7: \$5000  
Engine option to go with a 500 HP motor: +\$29,023

Dealer: Greenwood Emergency Vehicles  
Brand: E-One  
Cost as proposed: \$685,000  
100% prepay option: -\$20,000  
Trade in allowance for current Engine 7: \$5000  
Option with smaller motor: -\$28,000

The specifications written by the committee requested a 500 HP engine. An option was requested for the same vehicle with a smaller (450 HP) motor. The proposal presented by MinuteMan was with the smaller motor, with an option to increase the size of the motor to a 500 HP for an additional \$29,023. Making the actual cost of the vehicle, as requested, to be at \$726,979. Taking advantage of the prepayment option, trade in, and smaller motor option the price break down would be:

Pierce: \$669,956  
E-ONE: \$632,000

Both proposals meet the general specifications that were sent to the vendors. The proposals had some differences. Each having their own strong points and weak points. Either vehicle would work well for the Town of Lisbon, however, both would need to be refined prior to final approval for ordering.

The Committee is requesting that the Council award the bid to the MinuteMan Fire Rescue Apparatus, Inc. for the Pierce brand. In order to comply with the request, Council would need to accept the prepay option.

The Town manager has offered the following Financing options to consider:

Fire Truck Reserve Account Balance: \$407,144.69  
Dingley TIF Reserve \$383,596.36

300 Lisbon Street, Lisbon, ME 04250 | Phone: (207) 353-3000 | Fax: (207)  
353-3007 | www.lisbonme.org



#### Option 1

Use current Fire Truck Reserve and Dingley TIF Reserve to prepay new Fire Truck.

Pros: Save \$23,000 for prepaying early

Cons: Lose approximately \$17,000 in interest income over the course of a year (Investment rate)  
Possible cash flow problem before tax commitment

#### Option 2

Finance Truck for 5 years at 2.81% with semiannual payments. Interest expense over 5 years is \$54,104.50.  
Interest expense for the first year would be \$18,385.57.

#### Option 3

Finance Truck for 5 years and pay off debt on 11/2/2019. Interest expense would be approximately \$10,000

#### Option 4 (Pierce Brand)

Current bid price	\$697,956
Trade in:	\$ - 5,000
Updated Prepay Discount	<u>\$ -18,381</u>
Total	\$674,575

Prepay: \$340,000 (Due 15 days from contract)  
Progress Payment: \$150,000 (Due October 10, 2019)  
Remaining Due upon delivery

#### Option 5

Payment on delivery. This option would only apply to E-One as the Pierce bid would exceed \$675,000

#### Option 6 (E-One)

Current Bid Price:	\$685,000	Prepay:	\$340,000 (Contract Signing)
Trade in:	\$ -5,000	Progress Payment:	\$150,000 (October 1, 2019)
Discount	<u>\$ -12,790</u>	Balance upon delivery	
Total	\$667,210		
Less Smaller Motor	<u>\$ -28,000</u>		
Total	\$639,210		

#### **Recommendations**

**My recommendation for financing the Pierce Brand would be Option 4 (Fire Rescue Apparatus, Inc.) for a total amount of \$674,575.00.**

**My recommendation for financing the E-One Brand would be Option 6 (Greenwood Emergency Vehicles) for either \$667,210 or \$639,210.**

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**Agenda Item 2019-94  
Vehicle Lift Purchase**

Randy Cyr is requesting the purchase of new lifts for our trucks and equipment. The new lifts would greatly improve our efficiency and safety in the garage. He indicated this would be beneficial to our fleet of equipment since maintenance would be more thorough because of accessibility.

**Recommendation**

**Authorize the Town Manager to purchase new lifts for the Public Works Department.**

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**Agenda Item 2019-96  
Bookkeeper Position**

The Town Manager is requesting the Council to fund a full time Accounting Assistant/Bookkeeper in the upcoming budget. This position is necessary due to the workload in the Finance Department. This position will also assist the Finance Director on the day to day bookkeeping duties which will allow the Finance Director to spend more time on review and oversight that should be done on a more regular basis.

**Recommendation**

**Approve the creation of a full time Accounting Assistant/Bookkeeper position in the Finance Department and that the expenses continue to come out of the MUNIS reserve account for the remainder of the 2019 fiscal year.**

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**Agenda Item 2019-97  
July 5<sup>th</sup> Office Closure**

The Town Office, Recreation Department, Library, and Transfer Station are regularly open on Fridays, however this year July 4th falls on a Thursday so we recommend Council close these departments on Friday, July 5, 2019 and require those employees to use accrued leave time if they wish to be compensated for the closure.

**Recommendation**

**To close the Town Office, Recreation Department, Library, and Transfer Station on July 5<sup>th</sup> allowing employees to use accrued leave for that day.**

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**Agenda Item 2019-98  
June Meeting Schedule – Move Regular June 18 meeting to June 25**

The process for getting the budget information into the new software is taking longer than expected, plus the final figures may not be ready to meet the deadline for the municipal public hearing requirements for holding the Municipal Budget hearing at the Council's regular meeting on June 18. Therefore, one suggestion would be to have the Council change its regular meeting for June 18 to June 25. The additional time is needed to finalize budget figures this year.

**Recommendation**

**To change the Town Council's regular June 18 meeting to June 25, moving all agenda items including the Municipal Budget Public Hearing to June 25.**



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**Agenda Item 2019-99  
Town Manager to Serve in Role of an Appointed Officer**

The Town's Attorney recommends that until a new Finance Director has been appointed, the Town Council should appoint the Town Manager to serve as the Town's Interim Finance Director, and should authorize and direct her to assume the duties attendant to the office of the Finance Director as set forth in the Town's charter and in its customary practice.

**Recommendation**

**RESOLVED: That until a new Finance Director has been appointed, the Town Manager shall be and hereby is appointed to serve as the Town's Interim Finance Director, and is authorized and directed to assume the duties attendant to the office of the Finance Director as set forth in the Town's charter and in its customary practice.**

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**Agenda Item 2019-101  
Solicit Bids for Public Works Wheeler, Body, & Plow Attachments**

The Public Works Director is requesting authorization to solicit bids for a new Wheeler dump truck with plow gear, sand/salt spreader, and a calcium tank. We currently have a truck that is in need of too many repairs for what the truck is worth, that truck is a 1999 model year that needs replacement.

**Recommendation**

**Authorize the Public Works Director to solicit bids for a Wheeler dump truck with plow gear, sand/salt spreader, and a calcium tank.**

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**Agenda Item 2019-102  
Underground Diesel Tank Certification**

On November 1, 2019 the certification for the underground diesel tank is due to expire. In order to do an extension of the tank it would need to be recertified within the six months prior to the expiration. In 2018, we asked Simard and Sons to do a 10 year extension inspection at the same time they were here to do the annual inspection so we would know where we stood with getting the extension. Simard did the inspection and found several items that would need repair or replacement for the extension.

Simard provided us with a quote to do the required work, which was approved at the September 18, 2018 Council meeting. Tom Martin did not get the quote signed and returned to Simard so it was not done until December 26, 2018.

In the fall of 2018, Maine DEP did an inspection of the diesel tank and pointed out that in order for them to approve the 10 year extension an outside emergency shut off and signage would need to be installed. Due to the facility not being manned 24 hours a day the current inside emergency shut off is of no benefit after hours. The outside emergency shut off is an addition to the already approved work that needs to be approved. Simard has provided a rough estimate not to exceed \$2,500 and will do an actual time and materials quote when they do the other work.

Mr. Aievoli is requesting the Council approve to have Simard install the outside emergency shut off and signage in an amount not to exceed \$2,500

**Recommendation**

**Award the Underground Diesel Tank maintenance work to Simard and Sons for the installation of an outside emergency shut off and signage in an amount not to exceed \$2,500.**

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**PROCLAMATION**

**50TH ANNIVERSARY OF MUNICIPAL CLERKS WEEK  
MAY 5, 2019 through MAY 11, 2019**

**WHEREAS,** The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**WHEREAS,** The Office of the Municipal Clerk is the oldest among public servants, and

**WHEREAS,** The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**WHEREAS,** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**WHEREAS,** The Municipal Clerk serves as the information center on functions of local government and community.

**WHEREAS,** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**WHEREAS,** It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE,** We, the Lisbon Town Council, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Twila Lycette; Deputy Clerk, Lisa Smith; and Assistant Clerk, Nina Hodgkins and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Norman Albert, Chairman

\_\_\_\_\_  
Kasie Kolbe, Vice Chairman

\_\_\_\_\_  
Christopher Brunelle

\_\_\_\_\_  
Fernand Larochelle

\_\_\_\_\_  
Mark Lunt

\_\_\_\_\_  
Allen Ward

A true Copy,

\_\_\_\_\_  
Deputy Municipal Clerk (Clerk Signature & seal)

\_\_\_\_\_  
Vacant



PROCLAMATION  
NATIONAL KIDS TO PARKS DAY

WHEREAS, May 18th, 2019 is the ninth Kids to Parks Day organized and launched by the National Park Trust, held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

WHEREAS, The Lisbon Parks and Recreation Department invites all families to participate in the annual fishing derby at Beaver Park on this day; and

NOW THEREFORE, We, the Town Council of the Town of Lisbon do hereby proclaim to participate in Kids to Parks Day. We urge residents of Lisbon to make time May 18th, 2019 to take the children in their lives to a state or national park, Beaver Park, the Fishing Derby, Summer Street Park, MTM Park, or enjoy our beautiful walking paths; the one through the woods on the Miller Park Trail or by the water on the Androscoggin River Trail.

Dated this 7<sup>th</sup> day of May 2019

Lisbon Town Council

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Attest: \_\_\_\_\_

Lisbon Town Clerk





Superintendent's Budget Presentation  
Town Council  
March 12, 2019

Budget Overview

The preliminary adopted 2019-20 school budget figures that you are reviewing this evening have a few remaining variables that could still impact the budget either positively and negatively. Included are the revised Subsidy Comparison and Cost Center Reports which are both dated 3/11/2019.

Two of the primary variables include new legislation that could ultimately impact our budget. These include changes to the current funding formula for Maine State Retirement (MainePers) and the removal of the Service Center Penalties. As you know, the additional cost of MainePers was shifted from the state to the local property taxes in 2013 and currently contributes to \$399,866 of our total budget. As a result of not being part of a Service Center, we currently receive a \$90,000 penalty.

The current budget increase for the 2019-2020 school year is \$492,374 (\$545,743) with an increase in taxes of \$376,761 (\$430,130).

Budget Goals/Focus

Our primary goal is to maintain our current student programs and services which are currently included in this preliminary budget including funds to increase our student capacity in our Gartley Street School Day Treatment Program and to expand our Alternative Program so that we can provide services to our grade 9 and 10 students. As always, we will continue to look at our current programs and services to make sure that we are operating in the most efficient manner and we will consider additional restructuring through attrition as needed.

Additional Areas of Potential Savings/Costs (Variables)

Anticipated/Actual Resignations	<del>Anticipated/Actual Retirements (March 1<sup>st</sup>)</del>
Capital Reserve	<del>Career and Technical</del>
<del>LESP Negotiations</del>	MainePers (Legislation)
Restructuring	Salaries/Benefits/Insurance 9%
Service Center Penalty (Legislation)	Special Education (Enrollment)
Unassigned Amount	Unanticipated Revenue

Notable Increases, Decreases and Transfers

Nutrition (Moved to Fund 600)	Day Treatment (1 Teacher and Ed-Tech)
Alternative Education (1 Ed-Tech)	Purchased Services & Supplies (10%)

# 19-20 Subsidy Comparison Report

Lisbon School Department

*(All Subsidy figures for 19-20 are Preliminary!)*

	<u>FUNDING 18/19**</u>	<u>FUNDING 19/20</u>	<u>Difference</u>
<b>General Education Budget:</b>			
Budget Expenditures as of 06/30/2018			
<b>Budget Expenditures-Fund 100</b>	<b>\$ 16,379,271</b>	<b>\$ 16,870,803</b>	<b>\$491,532.00</b>
Amount from Unassigned Fund Balance:			
Balance to help defray taxes	\$194,270	\$194,270	\$0
State Grant/MLTI	\$33,941	\$43,198	\$9,257
Anticipated Revenue:			
Capital Reserve Fund-GPC	\$39,768	\$43,209	\$3,441
Interest Credit	\$20,508	\$20,508	\$0
Lunch	\$165,000	\$0	(\$165,000)
Special Purpose School	\$91,000	\$135,000	\$44,000
<b>Total Revenue</b>	<b>\$544,487</b>	<b>\$436,185</b>	<b>(\$108,302)</b>
<b>Total Budget after Revenue</b>	<b>\$15,834,784</b>	<b>\$ 16,434,618</b>	<b>\$599,834</b>
<b>Local Only Debt Service</b>	<b>\$467,075</b>	<b>\$460,409</b>	<b>(\$6,666)</b>
<b>Total Budget after Revenue and Local Only Debt Service</b>	<b>\$15,367,709</b>	<b>\$ 15,974,209</b>	<b>\$606,500</b>
100% EPS	\$13,358,555	\$13,543,443 *	\$184,888
Amount above 100% EPS	\$2,009,154	\$ 2,430,767	\$ 421,612
Transition Amount	\$0	\$0 *	\$0
<b>Total Additional Local Funds</b>	<b>\$2,009,154</b>	<b>\$ 2,430,767</b>	<b>\$ 421,612</b>
<b>State Subsidy:</b>			
State Contribution	\$8,864,185	\$9,056,649 *	\$192,464
Required Local Contribution	\$4,533,277	\$4,486,794	(\$46,483)
Local Only Debt Service	\$467,075	\$460,409	(\$6,666)
Local Additional Funds	\$2,009,154	\$ 2,430,767	\$421,612
<b>Total Local Funding</b>	<b>\$7,009,506</b>	<b>\$7,377,969</b>	<b>\$368,463</b>
	<b>\$15,873,691</b>	<b>\$16,434,618</b>	<b>\$560,927</b>

There is an increase in State Funding from 18/19 to 19/20 of \$192,464  
 There is a increase in Local Funding from 18/19 to 19/20 of \$368,463

\* Amounts based on Legislative Budget Approval FY 19/20 ED279 as of January 31, 2019  
 \*\* Amounts from Town Council Meeting dated \_\_\_\_\_

## Adult Education:

Anticipated Revenue	\$3,500	\$3,500	#	\$0
State Contribution	\$15,000	\$7,544	***	(\$7,456)
Total Local Funding	\$14,276	\$22,574		\$8,298
Total Expenditures	\$32,776	\$33,618		\$842

There is an decrease in State Funding from 18/19 to 19/20 of (\$7,456)  
 There is a increase in Local Funding from 18/19 to 19/20 of \$8,298

# Amount based on actual revenue received in 18-19  
 \*\*\* Amount based on actual subsidy received in 18-19

<b>Total Increase to Taxes:</b>	<b>\$7,023,782</b>	<b>\$7,400,543</b>	<b>\$376,761</b>
<b>Total increase in Budget Including Adult Education:</b>	<b>\$16,412,047</b>	<b>\$16,904,421</b>	<b>\$492,374</b>



LISBON SCHOOL DEPARTMENT  
SCHOOL DEPARTMENT PROPOSED 2019-2020 BUDGET  
COST CENTERS  
AS OF 3/11/2019

<u>BUDGET BY ARTICLE</u>	<u>APPROVED BUDGET 2018-2019</u>	<u>PROPOSED BUDGET 2019-2020</u>	<u>\$ DIFFERENCE INCREASE (DECREASE)</u>	<u>% DIFFERENCE INCREASE (DECREASE)</u>
<b>STUDENT &amp; STAFF SUPPORT</b> Includes: Guidance, Nurse, Library, Technology System Administrator, Improvement of Instruction, Technology Funds, and Curriculum Funds.	\$ 1,283,838	\$ 1,396,657	\$ 112,819	8.79%
<b>SYSTEM ADMINISTRATION</b> Includes: School Committee, Superintendent, Community Relations, and Business Office.	\$ 491,942	\$ 500,902	\$ 8,960	1.82%
<b>SCHOOL ADMINISTRATION</b> Includes: All Principals	\$ 831,943	\$ 880,383	\$ 48,440	5.82%
<b>FACILITIES MAINTENANCE</b> Includes: Custodial K-5, Custodial 6-8, Custodial 9-12, Custodial CO, and Grounds & Maintenance of Plant.	\$ 1,590,266	\$ 1,668,790	\$ 78,524	4.94%
<b>TRANSPORTATION AND BUSES</b>	\$ 896,980	\$ 951,744	\$ 54,764	6.11%
<b>SCHOOL NUTRITION TRANSFER</b>	\$ 413,988	\$ 203,580	\$ (210,408)	-50.82%
<b>DEBT SERVICE</b>	\$ 1,348,023	\$ 1,268,844	\$ (79,179)	-5.87%
<b>REGULAR INSTRUCTION</b> Includes: Elementary Instruction, Lisbon Community School, PWSugg Middle, Secondary Instruction, Lisbon High School, English as a Second Language, Gifted & Talented, and Gartley Street School.	\$ 6,703,048	\$ 6,901,430	\$ 198,382	2.96%
<b>SPECIAL EDUCATION</b>	\$ 2,366,446	\$ 2,699,682	\$ 333,236	14.08%
<b>CAREER &amp; TECHNICAL</b>	\$ 33,345	\$ -	\$ (33,345)	-100.00%
<b>OTHER INSTRUCTION</b> Includes: Co-Curricular	\$ 419,452	\$ 398,792	\$ (20,660)	-4.93%
<b>Total General Fund Articles</b>	<b>\$ 16,379,271</b>	<b>\$ 16,870,804</b>	<b>\$ 491,533</b>	<b>3.00%</b>
<b>ADULT EDUCATION</b>	\$ 32,776	\$ 33,618	\$ 842	2.57%
<b>Total of All Articles</b>	<b>\$ 16,412,047</b>	<b>\$ 16,904,421</b>	<b>\$ 492,374</b>	<b>3.00%</b>

# Lisbon School Department

## Budget Summary Report 19-20

Fiscal Year: 2018-2019

From Date: 1/1/2019 To Date: 1/31/2019

- ☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page  
☐ Exclude inactive accounts with zero balance  
 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
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<i>LCS Guidance</i>				
100.2106.0000.0000.2120.1060	SALARIES-PROF-GUIDANCE-I	\$69,161	\$71,690	\$2,529
100.2106.0000.0000.2120.2160	HEALTH-PROF-GUIDANCE-I	\$8,359	\$9,112	\$752
100.2106.0000.0000.2120.2161	DENTAL-PROF-GUIDANCE-I	\$451	\$506	\$55
100.2106.0000.0000.2120.2162	DISABILITY-PROF-GUIDANCE	\$236	\$236	\$0
100.2106.0000.0000.2120.2260	FICA/MED-PROF-GUIDANCE	\$1,003	\$1,040	\$37
100.2106.0000.0000.2120.2360	MSR-PROF-GUIDANCE-LCS	\$2,746	\$2,982	\$237
100.2106.0000.0000.2120.2560	TUITION REIMB-PROF-GUIC	\$1,329	\$1,329	\$0
100.2106.0000.0000.2120.2680	UNEMPLOYMENT-PROF-GU	\$84	\$84	\$0
100.2106.0000.0000.2120.2760	WORKERS COMP-PROF-GU	\$674	\$674	\$0
100.2106.0000.0000.2120.5800	TRAVEL-GUIDANCE-LCS	\$50	\$0	(\$50)
100.2106.0000.0000.2120.8100	SUPPLIES-GUIDANCE-LCS	\$250	\$550	\$300
100.2106.0000.0000.2120.6400	BOOKS-GUIDANCE-LCS	\$150	\$0	(\$150)
100.2106.0000.0000.2120.6500	TECH SUPPLIES-GUIDANCE	\$150	\$0	(\$150)
100.2106.0000.0000.2120.8100	DUES&FEES-GUIDANCE-LC	\$250	\$250	\$0
CostCenter: LCS EXPENDITURES - 2106				
		\$84,893	\$88,453	\$3,560
<i>PWS Guidance</i>				
100.2126.0000.0000.2120.1060	SALARIES-PROF-GUIDANCE-I	\$67,862	\$70,798	\$2,936
100.2126.0000.0000.2120.2160	HEALTH-PROF-GUIDANCE-I	\$19,107	\$20,827	\$1,720
100.2126.0000.0000.2120.2161	DENTAL-PROF-GUIDANCE-I	\$1,117	\$1,172	\$55
100.2126.0000.0000.2120.2162	DISABILITY-PROF-GUIDANCE	\$229	\$229	\$0
100.2126.0000.0000.2120.2260	FICA/MED-PROF-GUIDANCE	\$971	\$1,027	\$55

*Restructured*

# Lisbon School Department

## Budget Summary Report 19-20

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☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page  
☐ Exclude inactive accounts with zero balance  
 Definition: 1920 DEPARTMENT BUDGET

From Date: 1/1/2019 To Date: 1/31/2019

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2206.0000.0000.2120.6500	TECH SUPPLIES-GUIDANCE	\$150	\$0	(\$150)
100.2206.0000.0000.2120.8100	DUES&FEES-GUIDANCE-LH	\$1,050	\$0	(\$1,050)
CostCenter: LHS EXPENDITURES - 2206		\$127,707	\$142,515	\$14,808
Func: GUIDANCE - 2120		\$306,484	\$329,754	\$23,270
<b>LCS - Health</b>				
100.2106.0000.0000.2130.1080	SALARIES-PROF-HEALTH-L	\$44,233	\$42,983	(\$1,250)
100.2106.0000.0000.2130.2160	HEALTH-PROF-HEALTH-LCS	\$0	\$19,286	\$19,286
100.2106.0000.0000.2130.2161	DENTAL-PROF-HEALTH-LCS	\$0	\$1,172	\$1,172
100.2106.0000.0000.2130.2162	DISABILITY-PROF-HEALTH-L	\$135	\$135	\$0
100.2106.0000.0000.2130.2260	FICA/MED-PROF-HEALTH-L	\$612	\$623	\$11
100.2106.0000.0000.2130.2360	MSR-PROF-HEALTH-LCS	\$1,677	\$1,788	\$111
100.2106.0000.0000.2130.2660	UNEMPLOYMENT-PROF-HE	\$84	\$84	\$0
100.2106.0000.0000.2130.2760	WORKERS COMP-PROF-HE	\$455	\$455	\$0
100.2106.0000.0000.2130.3200	PROF SVCS-HEALTH-LCS	\$169	\$169	\$0
100.2106.0000.0000.2130.4300	PURCHASED SVCS-HEALTH	\$300	\$300	\$0
100.2106.0000.0000.2130.6100	SUPPLIES-HEALTH-LCS	\$1,040	\$1,040	\$0
100.2106.0000.0000.2130.8100	DUES&FEES-HEALTH-LCS	\$326	\$326	\$0
CostCenter: LCS EXPENDITURES - 2106		\$49,031	\$68,362	\$19,331
<b>PNS Health</b>				
100.2126.0000.0000.2130.1060	SALARIES-PROF-HEALTH-P	\$37,081	\$46,749	\$9,668
100.2126.0000.0000.2130.2160	HEALTH-PROF-HEALTH-PW	\$17,694	\$19,286	\$1,592
100.2126.0000.0000.2130.2161	DENTAL-PROF-HEALTH-PW	\$1,117	\$1,172	\$55
100.2126.0000.0000.2130.2162	DISABILITY-PROF-HEALTH-L	\$51	\$51	\$0



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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
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*Improvement of Inst.*

100.2006.0000.0000.2210.1500	STIPENDS-IMPROVEMENT	\$12,700	\$12,700	\$0
100.2006.0000.0000.2210.2200	FICA/MED-IMPROV OF INST	\$123	\$145	\$22
100.2006.0000.0000.2210.2300	MSR-IMPROV OF INSTR	\$337	\$415	\$78
100.2006.0000.0000.2210.3300	PROF SVCS-IMPROV OF IN	\$3,561	\$3,561	\$0
100.2006.0000.0000.2210.6900	SUPPLIES-NON INSTRUCTI	\$850	\$850	\$0
100.2006.0000.0000.2210.8100	DUES&FEES-IMPROV OF IN	\$6,918	\$6,918	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$24,490	\$24,589	\$99
Func: IMPROVEMENT OF INSTRUCTION - 2210		\$24,490	\$24,589	\$99

*Curriculum Coord.*

100.2006.0000.0000.2212.1050	SALARY-CURRIC COORD	\$42,169	\$43,017	\$848
100.2006.0000.0000.2212.2150	HEALTH-CURRIC COORD	\$7,078	\$7,715	\$637
100.2006.0000.0000.2212.2151	DENTAL-CURRIC COORD	\$740	\$782	\$41
100.2006.0000.0000.2212.2152	DISABILITY-CURRIC COOR	\$255	\$255	\$0
100.2006.0000.0000.2212.2250	FICA/MED-CURRIC COORD	\$1,178	\$1,208	\$31
100.2006.0000.0000.2212.2350	MSR-CURRIC COORD	\$2,212	\$2,340	\$128
100.2006.0000.0000.2212.2650	UNEMPLOYMENT-CURRIC	\$140	\$140	\$0
100.2006.0000.0000.2212.2750	WORKERS COMP-CURRIC	\$406	\$406	\$0
100.2006.0000.0000.2212.3000	PROF SVCS-CURRIC COOR	\$10,000	\$10,000	\$0
100.2006.0000.0000.2212.8100	DUES&FEES-CURRIC COOF	\$334	\$334	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$64,511	\$66,196	\$1,685
Func: CURRICULUM COORDINATOR - 2212		\$64,511	\$66,196	\$1,685

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# Lisbon School Department

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☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2106.0000.0000.2220.4300	PURCHASED SVCS-LIBRAR	\$425	\$425	\$0
100.2106.0000.0000.2220.6100	SUPPLIES-LIBRARY-LCS	\$600	\$600	\$0
100.2106.0000.0000.2220.6400	BOOKS-LIBRARY-LCS	\$16,250	\$16,250	\$0
100.2106.0000.0000.2220.6500	TECH SUPPLIES-LIBRARY-L	\$500	\$500	\$0
100.2106.0000.0000.2220.7300	EQUIPMENT-LIBRARY-LCS	\$489	\$489	\$0
100.2106.0000.0000.2220.8100	DUES&FEES-LIBRARY-LCS	\$300	\$300	\$0
CostCenter: LCS EXPENDITURES - 2106		\$54,334	\$88,399	\$34,066
<b>PWS Library</b>				
100.2126.0000.0000.2220.1020	SALARIES-ED TECHS-LIBRA	\$26,235	\$35,571	\$9,336
100.2126.0000.0000.2220.1060	SALARIES-PROF-LIBRARY-F	\$12,997	\$12,997	\$0
100.2126.0000.0000.2220.2122	DISABILITY-ED TECHS-LIBR	\$100	\$100	\$0
100.2126.0000.0000.2220.2160	HEALTH-PROF-LIBRARY-PV	\$2,875	\$2,875	\$0
100.2126.0000.0000.2220.2161	DENTAL-PROF-LIBRARY-PV	\$244	\$244	\$0
100.2126.0000.0000.2220.2162	DISABILITY-PROF-LIBRARY	\$42	\$42	\$0
100.2126.0000.0000.2220.2220	FICA/MED-ED TECH-LIBRAF	\$351	\$372	\$20
100.2126.0000.0000.2220.2260	FICA/MED-PROF-LIBRARY-F	\$188	\$188	\$0
100.2126.0000.0000.2220.2320	MSR-ED TECH-LIBRARY-PW	\$962	\$1,066	\$104
100.2126.0000.0000.2220.2360	MSR-PROF-LIBRARY-PWS	\$516	\$516	\$0
100.2126.0000.0000.2220.2620	UNEMPLOYMENT-ED TECH	\$84	\$84	\$0
100.2126.0000.0000.2220.2660	UNEMPLOYMENT-PROF-LIE	\$18	\$18	\$0
100.2126.0000.0000.2220.2720	WORKERS COMP-ED TECH	\$284	\$284	\$0
100.2126.0000.0000.2220.2760	WORKERS COMP-PROF-LIE	\$1,203	\$1,203	\$0
100.2126.0000.0000.2220.4300	PURCHASED SVCS-LIBRAR	\$450	\$450	\$0
100.2126.0000.0000.2220.6100	SUPPLIES-LIBRARY-PWS	\$600	\$459	(\$141)

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# Lisbon School Department

## Budget Summary Report 19-20

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☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page  
☐ Exclude inactive accounts with zero balance  
 Definition: 1920 DEPARTMENT BUDGET

From Date: 1/1/2019 To Date: 1/31/2019

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2206.0000.0000.2220.6400	BOOKS-LIBRARY-LHS	\$9,150	\$9,150	\$0
100.2206.0000.0000.2220.6500	TECH SUPPLIES-LIBRARY-L	\$743	\$743	\$0
100.2206.0000.0000.2220.7300	EQUIPMENT-LIBRARY-LHS	\$2,771	\$2,771	\$0
100.2206.0000.0000.2220.8100	DUES&FEES-LIBRARY-LHS	\$300	\$300	\$0
CostCenter: LHS EXPENDITURES - 2206		\$82,733	\$84,830	\$2,097
Func: LIBRARY - 2220		\$193,117	\$239,248	\$46,132
<i>Technology - District</i>				
100.2006.0000.0000.2230.1170	SALARIES-DIRECTOR-TECH	\$71,741	\$73,889	\$2,148
100.2006.0000.0000.2230.2170	HEALTH-DIRECTOR-TECH /	\$24,193	\$26,371	\$2,177
100.2006.0000.0000.2230.2171	DENTAL-DIRECTOR-TECH /	\$1,791	\$1,883	\$92
100.2006.0000.0000.2230.2172	DISABILITY-DIRECTOR-TEC	\$349	\$349	\$0
100.2006.0000.0000.2230.2270	FICA/MED-DIRECTOR-TECH	\$5,402	\$5,653	\$250
100.2006.0000.0000.2230.2370	MSR-DIRECTOR-TECH ADM	\$7,062	\$7,389	\$327
100.2006.0000.0000.2230.2670	UNEMPLOYMENT-DIRECTO	\$134	\$134	\$0
100.2006.0000.0000.2230.2770	WORKERS COMP-DIRECTO	\$296	\$296	\$0
100.2006.0000.0000.2230.3500	TECHNOLOGY SERVICES-T	\$7,236	\$8,869	\$1,633
100.2006.0000.0000.2230.6900	SUPPLIES-NON INSTRUCTI	\$865	\$865	\$0
100.2006.0000.0000.2230.8100	DUES&FEES-TECH ADMIN	\$1,150	\$1,150	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$120,219	\$126,847	\$6,628
<i>LCS - Tech. Integrator</i>				
100.2106.0000.0000.2230.1010	SALARIES-TECH INTEGRAT	\$94,730	\$98,139	\$3,409
100.2106.0000.0000.2230.2110	HEALTH-TECH INTEGRATOI	\$17,024	\$18,556	\$1,532
100.2106.0000.0000.2230.2111	DENTAL-TECH INTEGRATOI	\$1,028	\$1,068	\$41

software, yearly increase, district wide.



# Lisbon School Department

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
Func: TECHNOLOGY ADMINISTRATOR - 2230		\$300,834	\$314,531	\$13,697
<i>Technology Funds</i>				
100.2006.0000.0000.2230.4000	TECHNOLOGY FUNDS			
100.2006.0000.0000.2290.6500	TECHNOLOGY SUPPLIES - I	\$79,341	\$88,998	\$9,657
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$7,521	\$7,521	\$0
		\$86,862	\$96,519	\$9,657 - MLTI Grant
Func: TECHNOLOGY-SYSTEM WIDE - 2290		\$86,862	\$96,519	\$9,657
<i>School Committee</i>				
100.2006.0000.0000.2310.3000	PROF SVCS-SCHOOL COMI	\$10,780	\$10,780	\$0
100.2006.0000.0000.2310.5200	INSURANCE-SCHOOL COMI	\$8,775	\$15,952	\$7,177 MSMA insurance
100.2006.0000.0000.2310.5800	TRAVEL-SCHOOL COMMITT	\$75	\$0	(\$75) restructured.
100.2006.0000.0000.2310.6900	SUPPLIES-NON INSTRUCTI	\$1,000	\$1,000	\$0
100.2006.0000.0000.2310.8100	DUES&FEES-SCHOOL COM	\$3,749	\$4,366	\$617 MSBA Dues.
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$24,379	\$32,098	\$7,719
Func: SCHOOL COMMITTEE - 2310		\$24,379	\$32,098	\$7,719
<i>Superintendent/Support</i>				
100.2006.0000.0000.2320.1040	ADMIN SALARIES-SUPT	\$79,779	\$81,367	\$1,588
100.2006.0000.0000.2320.1180	SALARIES-SUPPORT-SUPT	\$31,676	\$32,763	\$1,087
100.2006.0000.0000.2320.2140	HEALTH-ADMIN-SUPT	\$16,514	\$18,001	\$1,486
100.2006.0000.0000.2320.2141	DENTAL-ADMIN-SUPT	\$1,034	\$1,094	\$60
100.2006.0000.0000.2320.2142	DISABILITY-ADMIN-SUPT	\$502	\$502	\$0
100.2006.0000.0000.2320.2181	DENTAL-SUPPORT-SUPT	\$954	\$1,003	\$49

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
Func: COMMUNITY RELATIONS - 2322				
		\$1,150	\$1,150	\$0
<i>LCS - Principal/Support</i>				
100.2106.0000.0000.2410.1040	SALARIES-ADMIN-PRINCIPAL	\$161,536	\$166,731	\$5,195
100.2106.0000.0000.2410.1180	SALARIES-SUPPORT-PRINC	\$67,921	\$67,978	\$57
100.2106.0000.0000.2410.2140	HEALTH-ADMIN-PRINCIPAL	\$23,292	\$25,715	\$2,423
100.2106.0000.0000.2410.2141	DENTAL-ADMIN-PRINCIPAL	\$2,974	\$3,126	\$152
100.2106.0000.0000.2410.2142	DISABILITY-ADMIN-PRINCIP	\$1,006	\$1,006	\$0
100.2106.0000.0000.2410.2180	HEALTH-SUPPORT-PRINCIP	\$0	\$19,286	\$19,286 - changes in insurance
100.2106.0000.0000.2410.2181	DENTAL-SUPPORT-PRINCIP	\$802	\$2,015	\$1,213
100.2106.0000.0000.2410.2182	DISABILITY-SUPPORT-PRIN	\$96	\$96	\$0
100.2106.0000.0000.2410.2240	FICA/MED-ADMIN-PRINCIPA	\$6,396	\$7,234	\$838
100.2106.0000.0000.2410.2280	FICA/MED-SUPPORT-PRINC	\$5,152	\$5,200	\$49
100.2106.0000.0000.2410.2340	MSR-ADMIN-PRINCIPAL-LC	\$6,135	\$6,936	\$801
100.2106.0000.0000.2410.2380	MSR-SUPPORT-PRINCIPAL	\$6,734	\$6,798	\$64
100.2106.0000.0000.2410.2640	UNEMPLOYMENT-ADMIN-PI	\$168	\$168	\$0
100.2106.0000.0000.2410.2680	UNEMPLOYMENT-SUPPORT	\$168	\$168	\$0
100.2106.0000.0000.2410.2740	WORKERS COMP-ADMIN-PI	\$1,387	\$1,387	\$0
100.2106.0000.0000.2410.2780	WORKERS COMP-SUPPORT	\$650	\$650	\$0
100.2106.0000.0000.2410.3400	PROF SVCS-PRINCIPAL-LC	\$2,500	\$4,634	\$2,134 - Software increase, District wide.
100.2106.0000.0000.2410.5310	POSTAGE-PRINCIPAL-LCS	\$1,652	\$1,652	\$0
100.2106.0000.0000.2410.5800	TRAVEL-PRINCIPAL-LCS	\$1,000	\$1,000	\$0
100.2106.0000.0000.2410.6100	SUPPLIES-PRINCIPAL-LCS	\$2,400	\$2,400	\$0
100.2106.0000.0000.2410.6400	BOOKS-PRINCIPAL-LCS	\$500	\$500	\$0
100.2106.0000.0000.2410.6500	TECH SUPPLIES-PRINCIPAL	\$330	\$330	\$0

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2126.0000.0000.2410.8100	SUPPLIES-PRINCIPAL-PWS	\$1,979	\$1,979	\$0
100.2126.0000.0000.2410.8400	BOOKS-PRINCIPAL-PWS	\$250	\$250	\$0
100.2126.0000.0000.2410.8500	TECH SUPPLIES-PRINCIPAL	\$330	\$330	\$0
100.2126.0000.0000.2410.7300	EQUIPMENT-PRINCIPAL-PV	\$700	\$700	\$0
100.2126.0000.0000.2410.8100	DUES&FEES-PRINCIPAL-PV	\$3,025	\$3,025	\$0
CostCenter: PWS EXPENDITURES - 2128		\$261,174	\$256,945	(\$4,229)
<b>LHS Principal/Support</b>				
100.2206.0000.0000.2410.1040	SALARIES-ADMIN-PRINCIPAL	\$122,592	\$128,227	\$5,635
100.2206.0000.0000.2410.1180	SALARIES-SUPPORT-PRINC	\$62,788	\$61,998	(\$790)
100.2206.0000.0000.2410.2140	HEALTH-ADMIN-PRINCIPAL	\$30,820	\$34,008	\$3,188
100.2206.0000.0000.2410.2141	DENTAL-ADMIN-PRINCIPAL	\$2,230	\$2,345	\$114
100.2206.0000.0000.2410.2142	DISABILITY-ADMIN-PRINCIP	\$860	\$860	\$0
100.2206.0000.0000.2410.2180	HEALTH-SUPPORT-PRINCIP	\$17,694	\$19,286	\$1,592
100.2206.0000.0000.2410.2181	DENTAL-SUPPORT-PRINCIP	\$1,117	\$1,172	\$55
100.2206.0000.0000.2410.2182	DISABILITY-SUPPORT-PRIN	\$314	\$314	\$0
100.2206.0000.0000.2410.2240	FICA/MED-ADMIN-PRINCIPA	\$1,778	\$1,859	\$82
100.2206.0000.0000.2410.2280	FICA/MED-SUPPORT-PRINC	\$4,650	\$4,743	\$93
100.2206.0000.0000.2410.2340	MSR-ADMIN-PRINCIPAL-LH	\$4,867	\$5,334	\$467
100.2206.0000.0000.2410.2380	MSR-SUPPORT-PRINCIPAL	\$2,703	\$2,722	\$19
100.2206.0000.0000.2410.2640	UNEMPLOYMENT-ADMIN-PI	\$126	\$126	\$0
100.2206.0000.0000.2410.2680	UNEMPLOYMENT-SUPPORT	\$168	\$168	\$0
100.2206.0000.0000.2410.2740	WORKERS COMP-ADMIN-PI	\$996	\$996	\$0
100.2206.0000.0000.2410.2780	WORKERS COMP-SUPPORT	\$818	\$818	\$0
100.2206.0000.0000.2410.3400	PROF SVCS-PRINCIPAL-LH	\$4,000	\$4,000	\$0

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# Lisbon School Department

## Budget Summary Report 19-20

Fiscal Year: 2018-2019

From Date: 1/1/2019 To Date: 1/31/2019

☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page

☐ Exclude inactive accounts with zero balance

Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2006.0000.0000.2500.2640	UNEMPLOYMENT-ADMIN-BI	\$109	\$109	\$0
100.2006.0000.0000.2500.2680	UNEMPLOYMENT-SUPPOR	\$211	\$211	\$0
100.2006.0000.0000.2500.2740	WORKERS COMP-ADMIN-BI	\$1,043	\$1,043	\$0
100.2006.0000.0000.2500.2780	WORKERS COMP-SUPPOR	\$982	\$982	\$0
100.2006.0000.0000.2500.3400	PROF SVCS-BUSINESS OFF	\$315	\$315	\$0
100.2006.0000.0000.2500.4320	TECH PURCHASED SVCS-B	\$16,065	\$16,065	\$0
100.2006.0000.0000.2500.4400	RENTAL&LEASES-BUSINES	\$3,524	\$3,524	\$0
100.2006.0000.0000.2500.5310	POSTAGE-BUSINESS OFFIC	\$1,858	\$1,858	\$0
100.2006.0000.0000.2500.5400	ADVERTISING-BUSINESS O	\$2,095	\$2,095	\$0
100.2006.0000.0000.2500.5500	PRINTING-BUSINESS OFFIC	\$789	\$789	\$0
100.2006.0000.0000.2500.5800	TRAVEL-BUSINESS OFFICE	\$910	\$910	\$0
100.2006.0000.0000.2500.6900	SUPPLIES-NON INSTRUCTI	\$4,860	\$4,860	\$0
100.2006.0000.0000.2500.7300	EQUIPMENT-BUSINESS OFI	\$1,750	\$1,750	\$0
100.2006.0000.0000.2500.8100	DUES&FEES-BUSINESS OFI	\$1,850	\$1,850	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$271,100	\$276,749	\$5,649
Func: BUSINESS OFFICE - 2500		\$271,100	\$276,749	\$5,649
<i>LCS - Operations &amp; Maint.</i>				
100.2106.0000.0000.2600.1180	SALARIES-SUPPORT-O&M-I	\$92,023	\$141,910	\$49,887 - Restructure
100.2106.0000.0000.2600.2180	HEALTH-SUPPORT-O&M-LC	\$46,176	\$40,531	(\$5,645)
100.2106.0000.0000.2600.2181	DENTAL-SUPPORT-O&M-LC	\$2,619	\$2,231	(\$388)
100.2106.0000.0000.2600.2182	DISABILITY-SUPPORT-O&M	\$553	\$553	\$0
100.2106.0000.0000.2600.2280	FICA/MED-SUPPORT-O&M-L	\$9,447	\$8,295	(\$1,152)
100.2106.0000.0000.2600.2380	MSR-SUPPORT-O&M-LCS	\$3,585	\$2,781	(\$804)

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2126.0000.0000.2600.4311	PURCHASED SVCS-BUILDIN	\$11,275	\$12,655	\$1,380
100.2126.0000.0000.2600.4430	COPIER LEASE & MAINT-O&M	\$8,269	\$8,269	\$0
100.2126.0000.0000.2600.5320	TELEPHONE-O&M-PWS	\$4,268	\$4,268	\$0
100.2126.0000.0000.2600.6000	SUPPLIES-O&M-PWS	\$13,516	\$13,516	\$0
100.2126.0000.0000.2600.6120	MATERIALS FOR REPAIR-O	\$4,000	\$4,000	\$0
100.2126.0000.0000.2600.6221	ELECTRICITY-O&M-PWS	\$14,937	\$14,937	\$0
100.2126.0000.0000.2600.6240	NATURAL GAS-O&M-PWS	\$27,690	\$27,690	\$0
CostCenter: PWS EXPENDITURES - 2126		\$217,613	\$221,755	\$4,142
<i>LHS - Operations &amp; Maint.</i>				
100.2206.0000.0000.2600.1180	SALARIES-SUPPORT-O&M-I	\$94,158	\$122,594	\$28,435
100.2206.0000.0000.2600.2180	HEALTH-SUPPORT-O&M-LH	\$26,095	\$25,533	(\$561)
100.2206.0000.0000.2600.2181	DENTAL-SUPPORT-O&M-LH	\$1,037	\$1,318	\$282
100.2206.0000.0000.2600.2182	DISABILITY-SUPPORT-O&M	\$404	\$404	\$0
100.2206.0000.0000.2600.2280	FICA/MED-SUPPORT-O&M-L	\$7,203	\$7,054	(\$149)
100.2206.0000.0000.2600.2380	MSR-SUPPORT-O&M-LHS	\$2,955	\$2,789	(\$166)
100.2206.0000.0000.2600.2680	UNEMPLOYMENT-SUPPORT	\$177	\$177	\$0
100.2206.0000.0000.2600.2780	WORKERS COMP-SUPPORT	\$4,254	\$4,254	\$0
100.2206.0000.0000.2600.4100	UTILITIES-O&M-LHS	\$11,611	\$11,611	\$0
100.2206.0000.0000.2600.4210	RUBBISH REMOVAL-O&M-LI	\$3,561	\$3,561	\$0
100.2206.0000.0000.2600.4310	PURCHASED SVCS-EQUIPA	\$27,605	\$28,309	\$704 - Siemens Contract
100.2206.0000.0000.2600.4311	PURCHASED-SVCS-BUILDIN	\$12,266	\$13,493	\$1,227
100.2206.0000.0000.2600.4430	COPIER LEASES & MAINT-C	\$10,992	\$10,992	\$0
100.2206.0000.0000.2600.5320	TELEPHONE-O&M-LHS	\$5,626	\$5,626	\$0
100.2206.0000.0000.2600.6000	SUPPLIES-O&M-LHS	\$17,791	\$17,791	\$0



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Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
<b>Grounds &amp; Maint.</b>				
100.2006.0000.0000.2630.1170	SALARIES-DIRECTOR-GROI	\$36,819	\$37,463	\$645
100.2006.0000.0000.2630.1180	SALARIES-SUPPORT-GROL	\$73,688	\$65,851	(\$7,838)
100.2006.0000.0000.2630.1200	SALARIES-SUBS-GROUNDS	\$26,875	\$26,875	\$0
100.2006.0000.0000.2630.2170	HEALTH-DIRECTOR-GROUN	\$4,302	\$4,689	\$387
100.2006.0000.0000.2630.2171	DENTAL-DIRECTOR-GROUN	\$238	\$250	\$12
100.2006.0000.0000.2630.2172	DISABILITY-DIRECTOR-GRC	\$218	\$218	\$0
100.2006.0000.0000.2630.2180	HEALTH-SUPPORT-GROUN	\$17,998	\$28,528	\$10,529
100.2006.0000.0000.2630.2181	DENTAL-SUPPORT-GROUN	\$854	\$1,374	\$520
100.2006.0000.0000.2630.2182	DISABILITY-SUPPORT-GRO	\$232	\$232	\$0
100.2006.0000.0000.2630.2270	FICAMED-DIRECTOR-GROI	\$2,817	\$2,866	\$49
100.2006.0000.0000.2630.2280	FICAMED-SUPPORT-GROU	\$3,437	\$5,038	\$1,600
100.2006.0000.0000.2630.2380	MSR-SUPPORT-GROUNDS&	\$4,493	\$4,690	\$197
100.2006.0000.0000.2630.2600	UNEMPLOYMENT-GROUND	\$156	\$156	\$0
100.2006.0000.0000.2630.2670	UNEMPLOYMENT-DIRECTO	\$67	\$67	\$0
100.2006.0000.0000.2630.2680	UNEMPLOYMENT-SUPPOR	\$189	\$189	\$0
100.2006.0000.0000.2630.2770	WORKERS COMP-DIRECTO	\$696	\$696	\$0
100.2006.0000.0000.2630.2780	WORKERS COMP-SUPPOR	\$2,811	\$2,811	\$0
100.2006.0000.0000.2630.3400	PROF SVCS-GROUNDS&MA	\$13,655	\$13,655	\$0
100.2006.0000.0000.2630.4220	SNOW REMOVAL-GROUND	\$25,500	\$25,500	\$0
100.2006.0000.0000.2630.4310	PURCHASED SVCS-EQUIP	\$2,000	\$2,000	\$0
100.2006.0000.0000.2630.4311	PURCHASED SVCS-GROUN	\$31,000	\$31,000	\$0
100.2006.0000.0000.2630.4312	ASBESTOS REMOVAL-GRO	\$3,000	\$3,000	\$0
100.2006.0000.0000.2630.4320	TECH PURCHASED SVCS-G	\$1,355	\$0	(\$1,355)

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2006.0000.0000.2700.2270	FICA/MED-DIRECTOR-TRAN	\$2,817	\$2,866	\$49
100.2006.0000.0000.2700.2280	FICA/MED-SUPPORT-TRAN	\$28,993	\$28,932	(\$60)
100.2006.0000.0000.2700.2380	MSR-SUPPORT-TRANSPOR	\$18,698	\$17,316	(\$1,383)
100.2006.0000.0000.2700.2670	UNEMPLOYMENT-DIRECTO	\$67	\$67	\$0
100.2006.0000.0000.2700.2680	UNEMPLOYMENT-SUPPOR	\$1,052	\$1,052	\$0
100.2006.0000.0000.2700.2770	WORKERS COMP-DIRECTO	\$304	\$304	\$0
100.2006.0000.0000.2700.2780	WORKERS COMP-SUPPOR	\$28,644	\$28,644	\$0
100.2006.0000.0000.2700.3400	PROF SVCS-TRANSPORTA1	\$2,800	\$2,800	\$0
100.2006.0000.0000.2700.4300	PURCHASED SVCS-TRANSI	\$100,379	\$100,379	\$0
100.2006.0000.0000.2700.5200	INSURANCE-TRANSPORTA	\$14,550	\$14,550	\$0
100.2006.0000.0000.2700.5322	CELL PHONES-TRANSPOR1	\$420	\$420	\$0
100.2006.0000.0000.2700.5400	ADVERTISING-TRANSPORT	\$250	\$250	\$0
100.2006.0000.0000.2700.5800	TRAVEL-TRANSPORTATION	\$150	\$150	\$0
100.2006.0000.0000.2700.6260	DIESEL-TRANSPORTATION	\$90,918	\$90,918	\$0
100.2006.0000.0000.2700.6900	SUPPLIES-NON INSTRUCTI	\$3,200	\$3,200	\$0
100.2006.0000.0000.2700.8100	DUES&FEES-TRANSPORTA	\$1,380	\$1,380	\$0
100.2006.0000.0000.2700.8310	PRINCIPAL-DEBT SVC-TRA	\$82,740	\$82,740	\$0
100.2006.0000.0000.2700.8320	INTEREST-DEBT SVC-TRAN	\$2,373	\$2,373	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$886,248	\$987,904	\$101,656
Func: TRANSPORTATION - 2700		\$886,248	\$987,904	\$101,656
100.2006.0000.0000.2750.5140	PURCH SVCS-SPED TRANS	\$10,732	\$10,732	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$10,732	\$10,732	\$0
Func: SPED TRANSPORTATION - 2750		\$10,732	\$10,732	\$0

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 Definition: 1920 DEPARTMENT BUDGET

PWS - Lunch

Account Description

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2126.0000.0000.3100.1170	SALARIES-DIRECTOR-LUNC	\$12,453	\$0	(\$12,453)
100.2126.0000.0000.3100.1180	SALARIES-SUPPORT-LUNC	\$62,877	\$0	(\$62,877)
100.2126.0000.0000.3100.2170	HEALTH-DIRECTOR-LUNC	\$5,445	\$0	(\$5,445)
100.2126.0000.0000.3100.2171	DENTAL-DIRECTOR-LUNC	\$343	\$0	(\$343)
100.2126.0000.0000.3100.2172	DISABILITY-DIRECTOR-LUN	\$77	\$0	(\$77)
100.2126.0000.0000.3100.2180	HEALTH-SUPPORT-LUNC	\$28,438	\$0	(\$28,438)
100.2126.0000.0000.3100.2181	DENTAL-SUPPORT-LUNC	\$1,919	\$0	(\$1,919)
100.2126.0000.0000.3100.2182	DISABILITY-SUPPORT-LUNC	\$256	\$0	(\$256)
100.2126.0000.0000.3100.2270	FICA/MED-DIRECTOR-LUNC	\$953	\$0	(\$953)
100.2126.0000.0000.3100.2280	FICA/MED-SUPPORT-LUNC	\$4,811	\$0	(\$4,811)
100.2126.0000.0000.3100.2370	MSR-DIRECTOR	\$1,245	<del>\$1,245</del> (1,245)	(\$1,245)
100.2126.0000.0000.3100.2380	MSR-SUPPORT-LUNCH-PW	\$1,359	\$0	(\$1,359)
100.2126.0000.0000.3100.2670	UNEMPLOYMENT-DIRECTO	\$94	\$0	(\$94)
100.2126.0000.0000.3100.2680	UNEMPLOYMENT-SUPPOR	\$252	\$0	(\$252)
100.2126.0000.0000.3100.2770	WORKERS COMP-DIRECTO	\$923	\$0	(\$923)
100.2126.0000.0000.3100.2780	WORKERS COMP-SUPPOR	\$2,756	\$0	(\$2,756)
100.2126.0000.0000.3100.5800	TRAVEL-LUNCH-PWS	\$115	\$0	(\$115)
100.2126.0000.0000.3100.8100	DUES & FEES-LUNCH-PWS	\$265	\$0	(\$265)
CostCenter: PWS EXPENDITURES - 2126		\$124,582	\$1,245	(\$123,336)
100.2206.0000.0000.3100.1180	SALARIES-SUPPORT-LUNC	\$48,015	\$0	(\$48,015)
100.2206.0000.0000.3100.2180	HEALTH-SUPPORT-LUNC	\$8,174	\$0	(\$8,174)
100.2206.0000.0000.3100.2181	DENTAL-SUPPORT-LUNC	\$451	\$0	(\$451)
100.2206.0000.0000.3100.2182	DISABILITY-SUPPORT-LUNC	\$90	\$0	(\$90)

-All moved to fund 600, per State/Auditors.

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Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2106.0000.1100.1000.2120	HEALTH-ED TECHS-LCS	\$39,182	\$26,011	(\$13,171)
100.2106.0000.1100.1000.2121	DENTAL-ED TECHS-LCS	\$2,055	\$1,686	(\$369)
100.2106.0000.1100.1000.2122	DISABILITY-ED TECHS-LCS	\$312	\$312	\$0
100.2106.0000.1100.1000.2210	FICA/MED-TEACHERS-LCS	\$25,310	\$25,662	\$352
100.2106.0000.1100.1000.2220	FICA/MED-ED TECH-LCS	\$7,115	\$5,609	(\$1,507)
100.2106.0000.1100.1000.2310	MSR-TEACHERS-LCS	\$72,380	\$76,850	\$4,471
100.2106.0000.1100.1000.2320	MSR-ED TECH-LCS	\$3,568	\$2,932	(\$636)
100.2106.0000.1100.1000.2510	TUITION REIMB-TEACHER-L	\$14,520	\$14,520	\$0
100.2106.0000.1100.1000.2610	UNEMPLOYMENT-TEACHEF	\$3,370	\$3,370	\$0
100.2106.0000.1100.1000.2620	UNEMPLOYMENT-ED TECH	\$420	\$420	\$0
100.2106.0000.1100.1000.2710	WORKERS COMP-TEACHEF	\$11,755	\$11,755	\$0
100.2106.0000.1100.1000.2720	WORKERS COMP-ED TECH	\$939	\$939	\$0
100.2106.0000.1100.1000.3200	PROF SVCS-LCS	\$10,858	\$10,000	(\$858)
100.2106.0000.1100.1000.4310	NON-TECH PURCHASED SV	\$310	\$310	\$0
100.2106.0000.1100.1000.4320	TECH PURCHASED SVCS-L	\$2,579	\$2,579	\$0
100.2106.0000.1100.1000.5800	TRAVEL-LCS	\$350	\$350	\$0
100.2106.0000.1100.1000.6100	SUPPLIES-LCS	\$23,480	\$24,578	\$1,098
100.2106.0000.1100.1000.6400	BOOKS-LCS	\$3,438	\$3,438	\$0
100.2106.0000.1100.1000.6500	TECH SUPPLIES-LCS	\$1,098	\$0	(\$1,098)
100.2106.0000.1100.1000.7300	EQUIPMENT-LCS	\$2,000	\$2,000	\$0
100.2106.0000.1100.1000.8100	DUES&FEES-LCS	\$9,800	\$9,800	\$0
CostCenter: LCS EXPENDITURES - 2106		\$2,609,105	\$2,645,925	\$36,820
Func: - 1000		\$2,609,105	\$2,645,925	\$36,820

Restructured

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100.2126.0000.1150.1000.2111	DENTAL-TEACHERS-PWS	\$11,350	\$11,785	\$435
100.2126.0000.1150.1000.2112	DISABILITY-TEACHERS-PW:	\$2,522	\$2,522	\$0
100.2126.0000.1150.1000.2210	FICA/MED-TEACHERS-PWS	\$16,489	\$17,452	\$963
100.2126.0000.1150.1000.2310	MSR-TEACHERS-PWS	\$36,090	\$40,422	\$4,332
100.2126.0000.1150.1000.2510	TUITION REIMB-TEACHER-F	\$14,517	\$14,517	\$0
100.2126.0000.1150.1000.2610	UNEMPLOYMENT-TEACHEF	\$1,416	\$1,416	\$0
100.2126.0000.1150.1000.2710	WORKERS COMP-TEACHEF	\$7,814	\$7,814	\$0
100.2126.0000.1150.1000.3200	PROF SVCS-PWS	\$21,342	\$21,342	\$0
100.2126.0000.1150.1000.4310	NON TECH PURCHASED SV	\$400	\$400	\$0
100.2126.0000.1150.1000.4320	TECH PURCHASED SVCS-P	\$4,264	\$4,264	\$0
100.2126.0000.1150.1000.5500	PRINTING-PWS	\$1,250	\$1,250	\$0
100.2126.0000.1150.1000.5800	TRAVEL-PWS	\$350	\$350	\$0
100.2126.0000.1150.1000.6100	SUPPLIES-PWS	\$12,897	\$17,724	\$4,827
100.2126.0000.1150.1000.6400	BOOKS-PWS	\$1,000	\$2,884	\$1,884
100.2126.0000.1150.1000.6500	TECH SUPPLIES-PWS	\$1,098	\$0	(\$1,098)
100.2126.0000.1150.1000.7300	EQUIPMENT-PWS	\$2,000	\$2,000	\$0
100.2126.0000.1150.1000.8100	DUES&FEES-PWS	\$3,800	\$1,305	(\$2,495)
CostCenter: PWS EXPENDITURES - 2126		\$1,289,300	\$1,343,290	\$53,990
Func: - 1000		\$1,289,300	\$1,343,290	\$53,990
100.2126.0000.1150.2700.8500	FIELD TRIP COSTS-PWS	\$1,666	\$1,666	\$0
CostCenter: PWS EXPENDITURES - 2126		\$1,666	\$1,666	\$0
Func: TRANSPORTATION - 2700		\$1,666	\$1,666	\$0
Prog: MIDDLE SCHOOL - 1150		\$1,290,966	\$1,344,956	\$53,990

Restructured

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Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2206.0000.1200.1000.5500	PRINTING-LHS	\$3,850	\$3,850	\$0
100.2206.0000.1200.1000.5800	TRAVEL-LHS	\$350	\$350	\$0
100.2206.0000.1200.1000.6100	SUPPLIES-LHS	\$20,253	\$23,446	\$3,193
100.2206.0000.1200.1000.6400	BOOKS-LHS	\$1,500	\$1,500	\$0
100.2206.0000.1200.1000.6500	TECH SUPPLIES-LHS	\$1,098	\$0	(\$1,098)
100.2206.0000.1200.1000.7300	EQUIPMENT-LHS	\$2,000	\$2,000	\$0
100.2206.0000.1200.1000.8100	DUES&FEES-LHS	\$6,260	\$6,260	\$0
CostCenter: LHS EXPENDITURES - 2206		\$1,700,412	\$1,631,299	(\$69,112)
Func: - 1000		\$1,700,412	\$1,631,299	(\$69,112)
FIELD TRIP COSTS-LHS				
100.2206.0000.1200.2700.8500		\$10,589	\$8,189	(\$2,400)
CostCenter: LHS EXPENDITURES - 2206		\$10,589	\$8,189	(\$2,400)
Func: TRANSPORTATION - 2700		\$10,589	\$8,189	(\$2,400)
Prog: SECONDARY - 1200		\$1,711,001	\$1,639,488	(\$71,512)
SALARIES-TEACHERS-ELEM				
100.2016.0000.2200.1000.1010		\$318,661	\$261,327	(\$57,334)
100.2016.0000.2200.1000.1020	SALARIES-ED TECHS-ELEM	\$247,433	\$241,659	(\$5,774)
100.2016.0000.2200.1000.1230	SALARIES-SUBS-ELEM-RR	\$20,000	\$20,000	\$0
100.2016.0000.2200.1000.2110	HEALTH-TEACHERS-ELEM-J	\$64,665	\$52,529	(\$12,136)
100.2016.0000.2200.1000.2111	DENTAL-TEACHERS-ELEM-J	\$3,760	\$3,038	(\$723)
100.2016.0000.2200.1000.2112	DISABILITY-TEACHERS-ELE	\$493	\$493	\$0

Special Ed - Elem. RR



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Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2026.0000.2200.1000.2220	FICAMED-ED TECH-SEC-RR	\$2,383	\$4,607	\$2,224
100.2026.0000.2200.1000.2310	MSR-TEACHERS-SEC-RR	\$6,385	\$5,318	(\$1,066)
100.2026.0000.2200.1000.2320	MSR-ED TECH-SEC-RR	\$1,784	\$4,544	\$2,760
100.2026.0000.2200.1000.2610	UNEMPLOYMENT-TEACHEF	\$322	\$322	\$0
100.2026.0000.2200.1000.2620	UNEMPLOYMENT-ED TECH	\$504	\$504	\$0
100.2026.0000.2200.1000.2710	WORKERS COMP-TEACHEF	\$1,476	\$1,476	\$0
100.2026.0000.2200.1000.2720	WORKERS COMP-ED TECH	\$1,213	\$1,213	\$0
CostCenter: SPECIAL SECONDARY - 2026		\$340,140	\$367,209	\$27,069
Func: - 1000		\$1,106,886	\$1,050,348	(\$56,538)
Prog: SPECIAL PROGRAMS-RESOURCE CLASS - 2200		\$1,106,886	\$1,050,348	(\$56,538)
<i>Special Ed - Elem SC</i>				
100.2016.0000.2300.1000.1010	SALARIES-TEACHERS-ELEM	\$43,065	\$43,830	\$765
100.2016.0000.2300.1000.1020	SALARIES-ED TECHS-ELEM	\$267,433	\$398,721	\$131,288
100.2016.0000.2300.1000.2110	HEALTH-TEACHERS-ELEM-S	\$12,173	\$13,268	\$1,096
100.2016.0000.2300.1000.2111	DENTAL-TEACHERS-ELEM-S	\$451	\$451	\$0
100.2016.0000.2300.1000.2112	DISABILITY-TEACHERS-ELE	\$246	\$246	\$0
100.2016.0000.2300.1000.2120	HEALTH-ED TECHS-ELEM-S	\$72,843	\$153,610	\$80,766
100.2016.0000.2300.1000.2121	DENTAL-ED TECHS-ELEM-S	\$5,192	\$9,121	\$3,928
100.2016.0000.2300.1000.2122	DISABILITY-ED TECHS-ELEI	\$996	\$996	\$0
100.2016.0000.2300.1000.2210	FICAMED-TEACHERS-ELEM	\$624	\$636	\$11
100.2016.0000.2300.1000.2220	FICAMED-ED TECH-ELEM-S	\$11,406	\$11,105	(\$301)
100.2016.0000.2300.1000.2310	MSR-TEACHERS-ELEM-SC	\$1,710	\$1,823	\$114

# Lisbon School Department

## Budget Summary Report 19-20

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☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page  
☐ Exclude inactive accounts with zero balance  
 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
Func: - 1000		\$557,338	\$791,616	\$234,277
Prog: SPECIAL PROGRAMS-SELF-CONTAINED - 2300		\$557,338	\$791,616	\$234,277
<i>Special Ed - Admin.</i>				
100.2006.0000.2500.2330.1040	SALARIES-ADMIN-SPED	\$82,932	\$84,383	\$1,451
100.2006.0000.2500.2330.1180	SALARIES-SUPPORT-SPED	\$19,937	\$20,332	\$395
100.2006.0000.2500.2330.2140	HEALTH-ADMIN-SPED	\$19,380	\$21,124	\$1,744
100.2006.0000.2500.2330.2141	DENTAL-ADMIN-SPED	\$943	\$992	\$49
100.2006.0000.2500.2330.2142	DISABILITY-ADMIN-SPED	\$547	\$547	\$0
100.2006.0000.2500.2330.2180	HEALTH-SUPPORT-SPED	\$4,644	\$5,062	\$418
100.2006.0000.2500.2330.2181	DENTAL-SUPPORT-SPED	\$238	\$250	\$12
100.2006.0000.2500.2330.2182	DISABILITY-SUPPORT-SPED	\$132	\$132	\$0
100.2006.0000.2500.2330.2240	FICAMED-ADMIN-SPED	\$1,203	\$1,224	\$21
100.2006.0000.2500.2330.2280	FICAMED-SUPPORT-SPED	\$1,525	\$1,555	\$30
100.2006.0000.2500.2330.2340	MSR-ADMIN-SPED	\$3,292	\$3,510	\$218
100.2006.0000.2500.2330.2380	MSR-SUPPORT-SPED	\$1,994	\$2,033	\$40
100.2006.0000.2500.2330.2640	UNEMPLOYMENT-ADMIN-SI	\$84	\$84	\$0
100.2006.0000.2500.2330.2680	UNEMPLOYMENT-SUPPORT	\$42	\$42	\$0
100.2006.0000.2500.2330.2740	WORKERS COMP-ADMIN-SI	\$520	\$520	\$0
100.2006.0000.2500.2330.2780	WORKERS COMP-SUPPORT	\$209	\$209	\$0
100.2006.0000.2500.2330.3440	PROF SVCS-ADMIN-SPED	\$10,554	\$10,554	\$0
100.2006.0000.2500.2330.5800	TRAVEL-ADMIN-SPED	\$1,500	\$1,000	(\$500)Contract
100.2006.0000.2500.2330.8100	DUES & FEES-ADMIN-SPED	\$1,650	\$1,650	\$0
100.2006.0000.2500.2330.8900	MISC-ADMIN-SPED	\$23,744	\$23,744	\$0
CostCenter: SYSTEM WIDE EXPENDITURES - 2006		\$175,070	\$178,948	\$3,878

# Lisbon School Department

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2026.0000.2800.2110.2110	HEALTH-SEC-SOCIAL WORI	\$14,155	\$15,429	\$1,274
100.2026.0000.2800.2110.2111	DENTAL-SEC-SOCIAL WORI	\$894	\$938	\$44
100.2026.0000.2800.2110.2112	DISABILITY-SEC-SOCIAL WORI	\$58	\$58	\$0
100.2026.0000.2800.2110.2210	FICA/MED-SEC-SOCIAL WO	\$731	\$765	\$34
100.2026.0000.2800.2110.2310	MSR-SEC-SOCIAL WORK	\$2,002	\$2,195	\$193
100.2026.0000.2800.2110.2610	UNEMPLOYMENT-SEC-SOC	\$28	\$28	\$0
100.2026.0000.2800.2110.2710	WORKERS COMP-SEC-SOC	\$165	\$165	\$0
100.2026.0000.2800.2110.5800	TRAVEL-SEC-SOCIAL WORI	\$100	\$100	\$0
CostCenter: SPECIAL SECONDARY - 2026		\$68,552	\$72,445	\$3,893
Func: SOCIAL WORK - 2110		\$89,997	\$100,511	\$10,513
100.2016.0000.2800.2130.3440	PROF SVCS-ELEM-HEALTH	\$34,999	\$34,999	\$0
CostCenter: SPECIAL ELEMENTARY - 2016		\$34,999	\$34,999	\$0
Func: HEALTH - 2130		\$34,999	\$34,999	\$0
<i>Psych. - Elem.</i>				
100.2016.0000.2800.2140.1010	SALARIES-ELEM-PSYCH SV	\$32,486	\$26,762	(\$5,724)
100.2016.0000.2800.2140.2110	HEALTH-ELEM-PSYCH SVC	\$6,007	\$9,157	\$3,150
100.2016.0000.2800.2140.2111	DENTAL-ELEM-PSYCH SVC	\$396	\$430	\$34
100.2016.0000.2800.2140.2112	DISABILITY-ELEM-PSYCH S	\$110	\$110	\$0
100.2016.0000.2800.2140.2210	FICA/MED-ELEM-PSYCH SV	\$471	\$388	(\$83)
100.2016.0000.2800.2140.2310	MSR-ELEM-PSYCH SVCS	\$1,290	\$1,113	(\$176)
100.2016.0000.2800.2140.2610	UNEMPLOYMENT-ELEM-PS	\$56	\$56	\$0

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☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page  
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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2016.0000.2800.2150.2610	UNEMPLOYMENT-ELEM-SP	\$126	\$126	\$0
100.2016.0000.2800.2150.2710	WORKERS COMP-ELEM-SP	\$445	\$445	\$0
100.2016.0000.2800.2150.5800	TRAVEL-ELEM-SPEECH	\$50	\$50	\$0
CostCenter: SPECIAL ELEMENTARY - 2016		\$62,867	\$129,313	\$66,446
<i>Speech - Sec.</i>				
100.2026.0000.2800.2150.1010	SALARIES-SEC-SPEECH	\$43,543	\$44,317	\$774
100.2026.0000.2800.2150.2110	HEALTH-SEC-SPEECH	\$9,738	\$10,615	\$876
100.2026.0000.2800.2150.2111	DENTAL-SEC-SPEECH	\$642	\$675	\$33
100.2026.0000.2800.2150.2112	DISABILITY-SEC-SPEECH	\$115	\$115	\$0
100.2026.0000.2800.2150.2210	FICA/MED-SEC-SPEECH	\$631	\$643	\$11
100.2026.0000.2800.2150.2310	MSR-SEC-SPEECH	\$1,729	\$1,844	\$115
100.2026.0000.2800.2150.2610	UNEMPLOYMENT-SEC-SPE	\$42	\$42	\$0
100.2026.0000.2800.2150.2710	WORKERS COMP-SEC-SPE	\$329	\$329	\$0
CostCenter: SPECIAL SECONDARY - 2026		\$56,769	\$58,578	\$1,809
Func: SPEECH - 2150		\$119,636	\$187,892	\$68,255
<i>Occupational Therapy - elem.</i>				
100.2016.0000.2800.2160.1010	SALARIES-ELEM-OT	\$84,640	\$66,173	(\$18,467)
100.2016.0000.2800.2160.2110	HEALTH-ELEM-OT	\$11,686	\$21,311	\$9,625
100.2016.0000.2800.2160.2111	DENTAL-ELEM-OT	\$1,072	\$1,588	\$515
100.2016.0000.2800.2160.2112	DISABILITY-ELEM-OT	\$265	\$265	\$0
100.2016.0000.2800.2160.2210	FICA/MED-ELEM-OT	\$1,111	\$616	(\$495)
100.2016.0000.2800.2160.2310	MSR-ELEM-OT	\$3,043	\$2,753	(\$290)
100.2016.0000.2800.2160.2610	UNEMPLOYMENT-ELEM-OT	\$168	\$168	\$0

# Lisbon School Department

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
Prog: CTE Programs - 3000		\$33,345	\$33,345	\$0
<i>English Second Language</i>				
100.2016.0000.4100.1000.3000	PROF SVCS-ESL-ELEM	\$1,779	\$1,779	\$0
CostCenter: SPECIAL ELEMENTARY - 2016		\$1,779	\$1,779	\$0
100.2026.0000.4100.1000.1210	SALARIES-TUTORS-ESL-SE	\$3,360	\$3,360	\$0
100.2026.0000.4100.1000.3000	PROF SVCS-ESL-SEC	\$2,220	\$2,220	\$0
CostCenter: SPECIAL SECONDARY - 2026		\$5,580	\$5,580	\$0
Func: - 1000		\$7,359	\$7,359	\$0
Prog: ENGLISH AS A SECOND LANGUAGE - 4100		\$7,359	\$7,359	\$0
<i>Gantley Street School</i>				
100.2026.0000.4200.1000.1010	SALARIES-TEACHERS-GSS	\$339,727	\$425,115	\$85,388
100.2026.0000.4200.1000.1020	SALARIES-ED TECHS-GSS	\$197,230	\$284,799	\$87,569
100.2026.0000.4200.1000.1040	SALARIES- DIRECTOR-GAR	\$70,643	\$64,926	(\$5,717)
100.2026.0000.4200.1000.1230	SALARIES-SUBS-GSS	\$0	\$5,000	\$5,000
100.2026.0000.4200.1000.2110	HEALTH-TEACHERS-GSS	\$68,684	\$71,432	\$2,748
100.2026.0000.4200.1000.2111	DENTAL-TEACHERS-GSS	\$4,797	\$4,610	(\$187)
100.2026.0000.4200.1000.2112	DISABILITY-TEACHERS-GSS	\$680	\$680	\$0
100.2026.0000.4200.1000.2120	HEALTH-ED TECHS-GSS	\$66,306	\$68,192	\$1,886
100.2026.0000.4200.1000.2121	DENTAL-ED TECHS-GSS	\$4,176	\$4,761	\$585
100.2026.0000.4200.1000.2122	DISABILITY-ED TECHS-GSS	\$1,000	\$1,000	\$0

# Lisbon School Department

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- ☐ Print accounts with zero balance ☒ Round to whole dollars ☐ Account on new page  
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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2026.0000.4200.1000.8100	DUES&FEES-GSS	\$975	\$1,015	\$40
CostCenter: SPECIAL SECONDARY - 2026		\$834,355	\$1,006,331	\$171,976
Func: - 1000		\$834,355	\$1,006,331	\$171,976
<i>GSS - Secretary</i>				
100.2026.0000.4200.2330.1180	SALARIES-SUPPORT-SECR	\$73,743	\$37,211	(\$36,532)
100.2026.0000.4200.2330.2180	HEALTH-SUPPORT-SECRET	\$0	\$17,956	\$17,956
100.2026.0000.4200.2330.2181	DENTAL-SUPPORT-SECRET	\$1,117	\$992	(\$125)
100.2026.0000.4200.2330.2280	FICAMED-SUPPORT-SECR	\$2,675	\$2,847	\$172
100.2026.0000.4200.2330.2380	MSR-SUPPORT-SECRETAR	\$3,496	\$3,567	\$71
CostCenter: SPECIAL SECONDARY - 2026		\$81,032	\$62,573	(\$18,459)
Func: SPECIAL ADMIN - 2330		\$81,032	\$62,573	(\$18,459)
<i>Gifted &amp; Talented - Clem.</i>				
100.2026.0000.4200.2700.8500	FIELD TRIP COSTS-GSS	\$0	\$2,400	\$2,400
CostCenter: SPECIAL SECONDARY - 2026		\$0	\$2,400	\$2,400
Func: TRANSPORTATION - 2700		\$0	\$2,400	\$2,400
Prog: ALTERNATIVE ED - 4200		\$915,386	\$1,071,304	\$155,918
100.2016.0000.4900.1000.1010	SALARIES-TEACHERS-G&T	\$24,775	\$25,215	\$440
100.2016.0000.4900.1000.2110	HEALTH-TEACHERS-G&T-EI	\$3,872	\$4,220	\$348
100.2016.0000.4900.1000.2111	DENTAL-TEACHERS-G&T-EI	\$401	\$422	\$21

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# Lisbon School Department

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 Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
Func: - 1000		\$67,737	\$69,498	\$1,762
100.2026.0000.4900.2700.8500	TRIP TRANSPORTATION CC			
CostCenter: SPECIAL SECONDARY - 2026		\$2,400	\$2,400	\$0
Func: TRANSPORTATION - 2700		\$2,400	\$2,400	\$0
Prog: GIFTED & TALENTED - 4900		\$70,137	\$71,898	\$1,762
<i>PWS-CO CURR.</i>				
100.2126.0000.9100.1200.1040	SALARIES-ADMIN-CO CURF	\$31,411	\$28,027	(\$3,384)
100.2126.0000.9100.1200.1500	STIPENDS-CO CURR-PWS	\$45,695	\$40,083	(\$5,612)
100.2126.0000.9100.1200.2140	HEALTH-ADMIN-CO CURR-F	\$11,796	\$4,689	(\$7,107)
100.2126.0000.9100.1200.2141	DENTAL-ADMIN-CO CURR-F	\$743	\$250	(\$493)
100.2126.0000.9100.1200.2142	DISABILITY-ADMIN-CO CUR	\$193	\$193	\$0
100.2126.0000.9100.1200.2200	FICA/MED-CO CURR-PWS	\$1,665	\$1,891	\$226
100.2126.0000.9100.1200.2240	FICA/MED-ADMIN-CO CURR	\$455	\$406	(\$49)
100.2126.0000.9100.1200.2300	MSR-CO CURR-PWS	\$663	\$1,007	\$344
100.2126.0000.9100.1200.2340	MSR-ADMIN-CO CURR-PWS	\$1,247	\$1,166	(\$81)
100.2126.0000.9100.1200.2540	TUITION REIMB-ADMIN-CO	\$0	\$650	\$650
100.2126.0000.9100.1200.2600	UNEMPLOYMENT-CO CURF	\$294	\$294	\$0
100.2126.0000.9100.1200.2640	UNEMPLOYMENT-ADMIN-CI	\$42	\$42	\$0
100.2126.0000.9100.1200.2700	WORKERS COMP-CO CURF	\$3,759	\$3,759	\$0
100.2126.0000.9100.1200.2740	WORKERS COMP-ADMIN-CI	\$679	\$679	\$0

*Restructured, p. 14*

# Lisbon School Department

## Budget Summary Report 19-20

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- ☐ Print accounts with zero balance  
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☐ Account on new page

Definition: 1920 DEPARTMENT BUDGET

Account	Description	FY1819 BUDGET	FY1920 DEPT BUDGET	DOLLAR DIFFERENCE
100.2206.0000.9500.1200.2600	UNEMPLOYMENT-CO CURF	\$1,051	\$1,051	\$0
100.2206.0000.9500.1200.2640	UNEMPLOYMENT-ADMIN-CI	\$42	\$42	\$0
100.2206.0000.9500.1200.2700	WORKERS COMP-CO CURF	\$6,079	\$6,079	\$0
100.2206.0000.9500.1200.2740	WORKERS COMP-ADMIN-CI	\$1,639	\$1,639	\$0
100.2206.0000.9500.1200.3000	PROF SVCS-CO CURR-LHS	\$37,188	\$37,188	\$0
100.2206.0000.9500.1200.5800	TRAVEL-CO CURR-LHS	\$1,100	\$1,100	\$0
100.2206.0000.9500.1200.6100	SUPPLIES-CO CURR-LHS	\$18,620	\$18,620	\$0
100.2206.0000.9500.1200.8100	DUES&FEES-CO CURR-LHS	\$3,360	\$3,360	\$0
CostCenter: LHS EXPENDITURES - 2206		\$276,266	\$278,754	\$2,489
Func: - 1200		\$276,266	\$278,754	\$2,489
100.2206.0000.9500.2700.8500	CO-CURRICULAR TRIP COS	\$27,468	\$27,468	\$0
CostCenter: LHS EXPENDITURES - 2206		\$27,468	\$27,468	\$0
Func: TRANSPORTATION - 2700		\$27,468	\$27,468	\$0
Prog: CO CURRICULAR-SEC - 9500		\$303,734	\$306,222	\$2,489
Fund: GENERAL FUND - 100		\$16,379,271	\$16,943,829	\$564,559
150.2046.0000.6000.2300.1040	SALARIES-ADMIN-AE	\$15,000	\$15,000	\$0
150.2046.0000.6000.2300.2240	FICA/MED-ADMIN-AE	\$0	\$218	\$218
150.2046.0000.6000.2300.2340	MSR-ADMIN-AE	\$0	\$624	\$624

Adult Ed

# Lisbon School Department

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☐ Account on new page

Definition: 1920 DEPARTMENT BUDGET

Account Description

FY1920 DEPT BUDGET DOLLAR DIFFERENCE

FY1819 BUDGET

Func: - 1000

\$4,965 \$0

*Adult Ed - enrichment*

615.2046.0000.6200.2300.3000 PROF SVCS-ENRICHMENT-

615.2046.0000.6200.2300.4310 REPAIRS & MAINT-ENRICHM

615.2046.0000.6200.2300.6110 SUPPLIES-ENRICHMENT-AE

615.2046.0000.6200.2300.6400 BOOKS-ENRICHMENT-AE

615.2046.0000.6200.2300.6500 TECH SUPPLIES-ENRICHME

CostCenter: ADULT ED - 2046

Func: GEN ADMIN - 2300

Prog: ENRICHMENT-AE (GENERAL) - 6200

Fund: ADULT ED ENRICHMENT - 615

Grand Total:

\$16,412,047 \$16,977,447 \$565,400

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March 29 2019

Lisbon Town Council  
Lisbon, ME

Dear Council Members:

This letter is to formally inform you that in accordance with Article VI, Financial provisions, Section 6.08 of the Town Charter; the Lisbon Planning Board has reviewed the proposed Capital program for the next fiscal year. We find the forecasted capital expenditure to be consistent with the provisions of the Town Comprehensive Plan and are hereby providing our recommendation for approval to you with out change.

Sincerely,

Karin Paradis  
Chair  
Lisbon Planning Board

## Lisbon School Department

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

#### **March 2019**

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.

#### **Annual Budget Capital Improvements**

***2019-2024***

#### ***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 November 26, 2018, the current balance is \$11,675.

#### **Central Office/Gartley Street School:**

#### ***Known Priorities***

- Continue to maintain existing facilities and make repairs as needed;
- Upgrade the safe rooms;
- Repaving around the building;
- Continue to upgrade the kitchen to make it more self-sufficient;
- 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.

#### ***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.

## Lisbon School Department

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

- ✓ 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
- ✓ Unutil 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.
- ✓ Through an approved referendum vote in November, 2017, capital improvements were made as a result of a Phase II Performance Contract with Siemens, fall 2018.
- ✓ Installed hot water tank to support kitchen usage (Phase II Plan), summer of 2018.
- ✓ Replaced exterior doors and windows (Phase II Plan), summer of 2018.
- ✓ Replaced univents, pneumatic controls and added a CO2 monitor for Gym (Phase II Plan), summer of 2018.
- ✓ Installed new playground for G.S.S., November 2018.
- ✓ Upgraded one "Safe Room" in February 2019

### **Lisbon Community School:**

#### ***Known Priorities***

- Continue to maintain existing facilities and make repairs as needed;
- Upgrade and maintain the playgrounds;
- 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.



## Lisbon School Department

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

#### *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 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.
- ✓ During 2017 - 2018, the security camera system at LCS (36) was updated/replaced.
- ✓ Replaced carpet in two rooms with tiles, February of 2019
- ✓ Replaced kiln, March of 2019
- ✓ Upgraded phone system, March of 2019

## Lisbon School Department

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

#### **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.
- Repaving the entrance and parking lot;
- Continue to replace lunch tables;
- Update the electrical and tables in the music room;
- Renovate Locker Rooms;
- Renovate Bathrooms;
- Replace all ceiling tiles in the gym; and,
- Repair the roof as needed; are areas that will be part of the five year plan.

##### ***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 7<sup>th</sup> 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 6<sup>th</sup> 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 8<sup>th</sup> grade wing.

## Lisbon School Department

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

- ✓ Replaced all water fountains in November 2016.
- ✓ During 2016 - 2017, the security camera system at PWS (28) was updated/replaced.
- ✓ Replaced three lunch tables in February of 2018.
- ✓ Installed new energy efficient lighting throughout the school (Phase II Plan), summer of 2018.

#### **Lisbon High School:**

##### ***Known Priorities***

- 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;
- Repaving;
- Monitoring the roof for leaks;
- Develop plans to utilize the new gymnasium as an Emergency Shelter; and,
- 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.



## Lisbon School Department

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

- ✓ 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.
- ✓ During 2017-2018, the security camera system at LHS (25) was updated/replaced.
- ✓ Replaced univents, pneumatic controls, roof exhaust fan and boiler (Phase II Plan), summer of 2018.
- ✓ Installed gas service into kitchen and replaced all equipment, summer of 2018.
- ✓ Hired Scott Simons Architects to perform a Feasibility Study to convert the “old” gymnasium into a Community Performing Arts Center.

### **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;
- Repair structures and improve drainage/erosion issues at the baseball field;
- Resurface Football practice field;
- Replace football scoreboard;

## Lisbon School Department

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

- Repairing existing fencing;
- Manage irrigation and monitor usage to improve the health and conditions of the Football and Soccer fields;
- 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.
- ✓ Replaced scoreboards, with the exception of the football scoreboard, summer of 2018.
- ✓ Removed the hockey rink and created a practice field for youth sports, summer of 2018.

#### **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.
- Repainting the lines on the track

#### ***Work Completed***

- ✓ The track was completed and opened to the public on Saturday October 18<sup>th</sup>, 2014.

#### **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.

##### ***Known Priorities***

- Replacing grass surface
- Working on a plan to maintain the grass surface

## Lisbon School Department

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

#### ***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

#### **Baseball/Softball:**

##### ***Known Priorities***

- Loom and seed bank next to the Baseball field.
- Monitor infield and outfield surfaces on the Softball and Baseball field.



## Lisbon School Department

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

#### ***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 reseeded in the summer of 2017
- ✓ The Baseball/Field Hockey Scoreboard was replaced in the Fall of 2017.
- ✓ Refurbished the backstop at the softball field, summer of 2018.
- ✓ The Softball outfield was leveled and fertilized, summer of 2018.
- ✓ New Softball scoreboard installed, summer of 2018.

#### **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.
- ✓ Reseeded and treated the field, summer of 2018. To be completed annually.

#### **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.

## Lisbon School Department

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

- ✓ A new carpet cleaner was purchased in the summer of 2016.
- ✓ 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.
- ✓ Replaced the 2007 Ford Focus with a 2013 Ford Focus in November 2016.
- ✓ A Class C school bus was purchased in March 2017.
- ✓ Replaced the 2007 Chevy Uplander with a 2015 Dodge Grand Caravan in May of 2018.

## Lisbon School Department

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

#### **Maintenance Garage:**

##### ***Work Completed***

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

#### **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, 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;
- Repair the driveway at G.S.S;
- 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.



## Lisbon School Department

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

#### ***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.

#### ***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, etc. 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 6<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> grade classrooms.

## Lisbon School Department

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

- ✓ During the summer or 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.
- ✓ During 2016 - 2017, the security camera system at PWS (28) was updated/replaced.
- ✓ During 2017 - 2018, the security camera system at LCS (36) and LHS (25) was updated/replaced.

Reviewed/Approved by Lisbon School Committee: December 10, 2018



**TOWN COUNCIL  
WORKSHOP  
MEETING MINUTES  
APRIL 9, 2019**

Christopher Brunelle, At Large 2019  
Mark Lunt, District 1 2019  
Vacant, District 2, 2019  
Fern Larochelle, At Large 2020  
Normand Albert, At Large 2021  
Kasie Kolbe, District 1 2021  
Allen Ward, District 2 2021

**CALL TO ORDER.** The Chairman, Normand Albert, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Albert, Kolbe, Brunelle, Lunt, and Larochelle. Councilor Ward was excused. Also present were Diane Barnes, Town Manager; Lydia Colston, Finance Director; John Quartz, Lisbon Emergency Captain; Lisa Ward, EMA Director; Marc Hagan, Police Chief; Nate LeClair, Fire Chief; and approximately three citizens in the audience.

**BUDGET WORKSHOP**

**EMA BUDGET**

Mrs. Barnes proposed an increase to the wage line due to the amount of time Mrs. Ward spends in trainings, hazard mitigation, updating policies, working on grants for the Department of Homeland Security, and three years' worth of grants for the generator project. Mrs. Ward spoke about trying to go to many trainings to be able to stay caught up and informed on the changes that happen with EMA from year to year. Councilor Kolbe noted that for Acct. 5132 Worker's Comp Insurance listed for \$36.00, but the request worksheet lists it at \$10.00. Mrs. Barnes will update that information.

**LISBON EMERGENCY BUDGET**

Mr. Quartz presented his budget. He stated that this is the first year that they charge the towns of Lisbon & Bowdoin under contract. They changed their board around to allow two members to be appointed by the Lisbon Town Manager, and one by the Bowdoin Town Selectman. He spoke about Capital Improvements that were finished in 2018. The Capital Improvements for 2019 consisted of creating an Ambulance Committee to look at both ambulances. They are running well, so they are planning to replace one in 2024. They revised the budget that was approved by the Board and Budget Committee and sent to the Town Council. The Board will meet next week for that approval. They will be using the Debt Reduction plan for this Ambulance, paying off loans to get prepared for the new Ambulance. They will need \$35,000 a year to make this happen. They are not asking for any more than they requested in their three-year business plan. They will continue to try to obtain Grants for the Capital Improvement Plan. This would be for Computers for the Chief and a training computer and a laptop for patient care reports for the Crews, Powerlift, portable radios, and power load system. Councilor Albert recommended that they contact the School Department because when they do their technology turn over, they have low cost laptops up for purchase. Mr. Quartz talked about the payroll and how they are still one of the lowest paying services in the State. They need more medics and increasing wages would make it more competitive and would bring in more medics. The new budget would put them at the average payroll. Councilor Albert wanted to thank Lisbon Emergency for the fantastic care he received during his car accident. Mr. Quartz stated that Lisbon Emergency wanted to thank the Town Council, Selectman and Town Manager for their support. He said that without their support, Lisbon Emergency would not exist. They also thanked Mrs. Colston. She was a Board Member, Budget Committee Member, Secretary and Treasurer of the Board. He said that she'll be greatly missed.



### POLICE DEPARTMENT BUDGET

Chief Hagan presented his budget. The overtime account for communications was up by \$2000. They had an officer leave, so other officers were working more until they hired someone. They have put in a \$.75 cent wage increase for the Animal Control Officer, to help with gas and bring him in line with comparable agencies of a similar size. The replacement account increase for the PD is listed at \$24,000. That is an error and should be listed at \$4,000. Mrs. Barnes stated that to fund two cruisers, they would take \$22,000 from the unassigned fund balance and \$62,000 from the Budget.

### FIRE DEPARTMENT BUDGET

Chief LeClair presented the Fire Department Budget. He is requesting three Per Diem positions. Right now, the daytime crew he has is off duty full time firefighters and retirees who already have other jobs and sometimes not available. OSHA requires four firefighters to a scene. Chief LeClair stated that they could not send out a truck if there is only one person on staff at a particular Fire Station. Councilor Larochelle suggested that they should designate one Station to staff and handle the calls. Chief LeClair also mentioned that with the extra employee, they would not need an Engineer on staff. New Equipment is also in the budget. Last year the Equipment line was zero because it came out of undesignated funds. Councilor Albert asked why the Fire Department needed additional Turn Out Gear, since they just purchased some. Chief LeClair stated that for the last couple of years, they haven't been buying enough gear to maintain an adequate circulation to rotate the gear and make it last longer, and keep the firefighters protected.

### FINANCE

Mrs. Colston reported that Finance Department was asking for an additional full time staff person that can be crossed trained to help in different departments as well as Finance. They've had that position filled in the past and when that person left, the work was added to other departments. The Council approved the temporary position for a year timeframe, which is up in December. Councilor Albert stated that they will assess this position and revisit it once they bring on the new Finance Director. Mrs. Barnes stated that the Town Hall really needs this additional staff member. Departments at the Town Hall are putting out a lot of work and additional work keeps being added to their duties, which doesn't allow them to get their work done, including her office. Mrs. Colston also said that Professional Development, Meeting and Dues will probably be adjusted when the new Finance Director is hired. She expects that it will take another year for MUNIS to be finished.

### TAX COLLECTOR

Mrs. Colston presented the budget for Tax Collector. She stated that the Temporary Wage Line is at zero and Overtime has increased. They are fully staffed so a temporary position is not needed. Mrs. Barnes stated that they are restructuring the Sewer Billing Position. They are currently sharing the Public Works Administrative assistant with the Sewer Department for Sewer Billing. They are also training someone in the Tax Office as well for that.

### TECHNOLOGY

Mrs. Colston presented the Budget for Technology. She stated that it is about the same as last year. The repair and maintenance balance of \$15,000 and computer equipment for \$20,000 has not been spent yet. They'll wait till the last quarter of the year to see where the budget is. The Police Department server is going to need to be replaced in the near future. Mrs. Barnes stated that they could take money out of this budget and the next one to cover the cost of the new server.

Seeing no further business before the Council, Councilor Albert adjourned the workshop at 7:40 PM.



**TOWN COUNCIL  
WORKSHOP  
MEETING MINUTES  
APRIL 23, 2019**

Christopher Brunelle, At Large 2019  
Mark Lunt, District 1 2019  
Vacant, District 2, 2019  
Fern Larochelle, At Large 2020  
Normand Albert, At Large 2021  
Kasie Kolbe, District 1 2021  
Allen Ward, District 2 2021

**CALL TO ORDER.** The Chairman, Normand Albert, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager; Kathy Malloy, Assessor; Dennis Douglass, CEO/Health Officer; Tracey Steuber, Economic Development Director; Craig Zurhorst, Western Maine Transportation's Community Relations Director; James Veilleux, Adjutant for the Coombs Mountfort American Legion Post 158 and no other citizens in the audience.

**BUDGET WORKSHOP**

**A. PUBLIC SERVICES/COMMUNITY SERVICES**

**MEMORIAL DAY**

Mr. Veilleux presented the Memorial Day budget for \$1,800, which is \$300 more than last year's budget. He said they were requesting more to help cover some of their cost for this year's Memorial Day Parade. They purchased a banner to hang across the road for \$985. The banner will be reused annually since the dates can be changed on it.

Mr. Veilleux reported last year they had \$300 to \$500 left and that they donated it to a local cemetery association to help with their maintenance costs. Councilor Albert said that was admirable and that there are needs there, too.

Councilor Ward requested Mrs. Barnes to look into what Lisbon has been paying annually for flags and wreaths. He asked for details on the balance in that budget for the past 3 years. Councilor Albert indicated the Council would talk about increasing this budget once they have reviewed this information. He said the Council is holding everyone to the same scrutiny this year. He indicated he was big on supporting this, but he wanted the details.

**B. MISC PUBLIC SERVICES**

**WESTERN MAINE TRANSPORTATION (WMT)**

Mr. Zurhorst presented the Bus Service budget for \$42,000, which is \$2,000 more than last year. He thanked the Town of Lisbon for their great partnership with the Lisbon Connection. They received Androscoggin County Budget funding this year, thanks to Councilor Albert and Councilor Lunt's support at their budget workshop. He said WMT purchased a new bus this year and passengers like it very much. There were 4,977 riders for Fiscal Year 2018 and to date 2,286, which is down from last year at this time because they are no longer transporting students to the Lisbon Falls Christian Academy. He indicated the Topsham Shopper runs had four riders each for their two trips so far, which went great. They saw eight riders today to Auburn, which is the highest number on record. He said ridership varies greatly annually.

Mr. Zurhorst thanked Ms. Steuber and Mr. Aievoli for securing a parking spot at Public Works for the bus. 7 ½% of the \$42,000 goes to administration and the rest to operations for maintenance, fuel, drivers, etc. He offered to send their financial sheet to Mrs. Barnes to distribute to the Council.



Councilor Ward said Lisbon is a destination now and that one rider may use the bus a number of times to visit here. Mr. Zurhorst explained MDOT's focus on making public transportation a tool to assist with the "solution to a lack of workers." He reported WMT is just now getting funding for marketing the bus service to those going to work. Councilor Albert recommended Lisbon find ways to get this message out to those in need to use the Lisbon Connection, too. Councilor Lunt recommended using the Library to distribute this message.

Councilor Albert confirmed there were no issues with the \$2,000 increase.

## C. CODES

### TOWN BUILDINGS

Mr. Douglass presented the Town Building budget for \$195,116, which is \$1,835 more than last year. He said there were more projects than funds available for maintenance and repairs. Priorities include the HVAC system at Town Hall totaling \$475,000 as estimated from Patriot Mechanical and that's without electrical work.

Mr. Douglass said one of the Police Department furnaces has been down all winter and they were using heaters to get by until the furnace can be fixed for around \$6,500. He said he didn't want to fix the furnace until he knew whether the Council would be replacing the current HVAC system.

Councilors discussed the new HVAC system and requested Mr. Douglass to look into figures for completing the project in phases over time. Mr. Douglass recommended retaining the current system as a backup. Councilor Ward asked if the price would drop by doing it in pieces over time.

Councilor Larochelle asked if there was money in the current budget to start with the Police Department's issue. Mr. Douglass said yes.

Mr. Douglass pointed out the sheathing behind the back walls of the Town Hall have rotted, the columns have rotted, and the shutters are falling apart. He reported an exterior refresh might cost around \$15,500, and maybe \$5,000 to \$10,000 more to redo the rotted walls.

Mr. Douglass pointed out portions of the roof also needed repairing for around \$31,700. He said Beaver Park needs a new well for around \$5,000. The Salt Shed at Public Works still needs addressing for around \$10,000, which needs a new roof but the supporting beams have rotted. The Library fence should be fixed for around \$3,000. The Fire Department roof, electrical issue, and exhaust work could be around \$3,500.

### PLANNING BOARD

Mr. Douglass presented the Planning Board budget for \$29,633, which is \$2,488 less than last year. He said professional development has been reduced to zero since those funds were to complete the Comprehensive Plan and that's done now. He suggested discussing with the Planning Board Chairman the amount needed for line 5215 Contracted Services for the town planner.

### HEALTH OFFICER

Mr. Douglass presented the Health Officer budget for \$6,587, which is a \$117 increase. He said this increase is from wages that were divided between budgets and the increase in FICA, retirement, etc. Mrs. Barnes explained that the payroll system cannot divide it up so journal entries have to be made at year end. Mr. Ward pointed out this journal entry has been missed for two years in a row.

### APPEALS BOARD

Mr. Douglass said Lisbon has had very few appeals, however these funds are more like place holders in case they are needed. He explained the rules and procedures required for an appeal, which are governed by state rules so applicants have to meet certain requirements to even qualify for an appeal to be granted.



## D. ASSESSING

Ms. Malloy presented the Assessing budget for \$110,909, which is \$13,629 less than last year. She explained the insurance line went down when she dropped her child from her policy and the new hire opted out to stay on her spouse's policy. She said postage is up to cover the series of three letters that have to go out certified to Tree Growth property owners. She said she could not imagine getting by without her assistant, that they are not always playing catch up now, and that the division of time split with the front excise counter has worked out extremely well.

Ms. Malloy reported the certified ratio is at 86% assessed value to the selling price and indicated that she would be factoring up residential properties accordingly. She said that commercial properties appear to be fine. She mentioned that since the revaluation sales prices have increased a lot, and more so in the last 6 months. She said if Lisbon gets to 91 or 92% we can claim 100% reimbursement for homestead and veteran exemptions. She said adjustments are market driven and sales are slowing down. She indicated revaluations should be done every 10 years. Lisbon has six more years to go.

## ABATEMENTS

Ms. Malloy presented the abatement budget for \$10,000, which has not changed from last year. She said supplementals off set abatements, typically. She indicated there was approximately \$13,000 last year in abatements and around \$6,000 in supplements so that left about \$7,000 in that line last year.

## E. ECONOMIC DEVELOPMENT

Ms. Steuber presented the Economic Development budget for \$104,696, which is \$501 less than last year. She explained how important it will be to produce a professional promotional video for Lisbon. She said she would use that video at tradeshow, for the website, and to market Lisbon. She reported postage was up.

Mrs. Barnes reported she moved TIF funds for Moxie out of this account and into their own fund account. The Council praised Ms. Steuber for conducting breakfast forums, which is an event where small businesses can get together to network, share information, and discuss issues. Councilor Lunt praised Ms. Steuber for doing a great job. Councilor Albert said he liked the video idea very much. Ms. Steuber said they plan to incorporate drone video, interviews with residents, and businesses for this video.

## F. TOWN MANAGER

*To Be Added to the Next Budget Workshop*

## GENERAL ASSISTANCE

Mrs. Barnes presented the General Assistance budget for \$38,579, which is \$1,349 more than last year. She reported overages this year were from burial(s), but those are unexpected and not in the budget. She mentioned 70% of this budget comes back to us from the state as reimbursement. The reimbursement shows up on the revenue side.

## COUNTY TAX

Mrs. Barnes presented the County Tax budget for \$743,148, which is \$43,525 more than last year. She said PSAP fees are higher this year. The Council requested the Police Chief tell them when it's time to make a change.

## BONDS

Mrs. Barnes presented the bond budget for \$10,143,538, which is \$585,030 more than last year. She reported a couple of bonds will be paid off within two years. The fire truck will need to be included, Mrs. Barnes said, but that debt payment will be paid from Dingley TIF funds. The first payment would be due next May.

## INSURANCE

Mrs. Barnes presented the Insurance budget for \$139,503, which is \$8,795 more than last year. She reported a 5% increase. She mentioned new this year is \$1,400 in line 5254 Critical Incident for critical incident insurance.

## LEGAL

Mrs. Barnes presented the Legal budget for \$50,000, which is \$10,000 more than last year. She said we have needed lots of legal advice this year. We will need the extra to cover legal counsel for Charter changes, Charter Commission work, union negotiations, and/or referendum questions.

## G. TOWN CLERK

The Town Clerk presented the Town Clerk/Election budget for \$149,120, which is \$9,329 over last year. She reported the increases were in wages for additional hours for part-time help to cover more training, catch up with vault work, and assist with weekly voter registration updates. Postage increased. She said it may cost more to send late notices since MUNIS didn't have an email function for animal licenses. Printing was more because the printing costs for the town reports has been added to this budget. Repair & Maintenance was more since it is unknown what the state will go with for new vote tabulators. Supplies will be overdrawn this year so \$200 more was added. Councilor Albert requested the Town Clerk explore further options for emailing late dog notices in MUNIS to see if that is possible to accomplish.

## ADJOURNMENT

Seeing no further business, the Chairman closed the workshop at 8:13 PM.

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: May 7, 2019





## **TOWN COUNCIL MEETING MINUTES APRIL 16, 2019**

Christopher Brunelle, At Large 2019  
Mark Lunt, District 1 2019  
Vacant, District 2, 2019  
Fern Larochelle, At Large 2020  
Normand Albert, At Large 2021  
Kasie Kolbe, District 1 2021  
Allen Ward, District 2 2021

**CALL TO ORDER.** The Chairman, Normand Albert, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager; Tracey Steuber, Economic Development Director; Lydia Colston, Finance Director; Randy Cyr, Public Works Director; and approximately six citizens in the audience.

### **GOOD NEWS & RECOGNITION**

#### **PROCLAMATION FOR NATIONAL COMMUNITY DEVELOPMENT WEEK**

**VOTE (2019-76)** Councilor Albert, seconded by Councilor Larochelle moved to adopt the following Proclamation:

WHEREAS, the Community Development Block Grant (CDBG) program is a partnership of federal, state, and local government, as well as private sector, non-profit, and community efforts; and

WHEREAS, the Community Development Block Grant program has become the foundation of virtually all community and economic development occurring across the nation; and

WHEREAS, the Community Development Block Grant program's primary objective is the development of viable urban communities, by providing decent housing, suitable living environments, and expanded economic opportunities, principally for low and moderate income persons; and

WHEREAS, a week recognizing national community development will encourage the Town Council, non-profit organizations, and community residents throughout the Town to reaffirm the significance and diversity of their local community development program efforts toward meeting the need of persons of low and moderate income; and

WHEREAS, since 1983, the Town of Lisbon has received a total of \$3,654,546.00 in Community Development Block Grant Funds with \$770,000.00 awarded in the past five years; and

WHEREAS, the following activities have been funded: Housing Rehab, Planning Study for downtown, Career Service Center, Business Façade Improvements, Sidewalk Improvements for downtown and village areas; and

NOW, THEREFORE BE IT RESOLVED, that the Town Council designates the week of April 22-26, 2019 as **National Community Development Week** in support of these valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

**Order passed - Vote 6-0.**

### **PUBLIC HEARINGS**

#### **A. VICTUALER'S LICENSE FOR GRAZI TO GO**

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.



**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE****CONSENT AGENDA**

The Town Clerk recommended Consent Agenda Item “*F. Annual Renewal Mobile Home Park Licenses*” be removed from the Consent Agenda. One park was not able to complete the Assessing requirement that they provide an updated list of mobile home owners by April 1.

**VOTE (2019-77A)** Councilor Larochelle, seconded by Councilor Albert moved to remove Agenda Item F from the consent agenda. **Order passed - Vote 6-0.**

The Town Clerk said the Town & Country Park’s current license expires on April 30 and they plan to have their list ready by the end of April. The recommendation is to make a motion to approve all as listed, except the park not in compliance.

**VOTE (2019-77B)** Councilor Albert, seconded by Councilor Larochelle moved to approve the following Mobile Home Park License Renewals:

Beaudoin Mobile Home Park  
Brookwood Court  
Colonial Gardens, Inc.  
Davis Street Park  
Gendron’s Mobile  
Grimmel’s Mobile Home Park  
Avery Street Park  
Sabattus Creek - Greg Morse  
Ridge Mobile Home Park  
St. Ann’s Mobile Home Park  
Worumbo Estates  
Worumbo Park  
Whispering Pines

**Order passed – Vote 6-0.**

**VOTE (2019-77C)** Councilor Kolbe, seconded by Councilor Albert moved to approve the following:

- A. Municipal Accounts Payable & Payroll Warrants -
  - #442019      \$ 17,593.31      #482019 \$ 3,111.36
  - #4102019    \$ 10,997.58      #4162019      \$ 247,450.27
- B. School Accounts Payable & Payroll Warrants -
  - #1914      \$ 83,580.24
- C. Workshop Minutes for March 26, 2019 and Regular Minutes for April 2, 2019
- D. Set School Budget/School CIP Public Hearing for May 7, 2019
- E. Victualer’s License for Grazi To Go

**Order passed – Vote 6-0.**

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES****SET UP RESERVE ACCOUNT FOR “MTM SENIOR PROGRAMS”**

**INTRODUCTION:** Mrs. Barnes recommended the Council start a reserve account for the MTM Senior Program by designating The Moxie Car Show net revenues after expenses and by accepting donations.

**COUNCILOR COMMENTS:** Councilor Ward said he wanted to be sure the motion specified that the new MTM Senior Program Reserve Account be used for van repairs. Mrs. Barnes said yes, and pointed out the funds for the recent van replacement came from the same revenues, from the Moxie Car show.

**VOTE (2019-78)** Councilor Ward, seconded by Councilor Kolbe moved to authorize the Town Manager to establish a reserve account known as “MTM Senior Programs” and fund it annually with net revenues after expenses from the Moxie Car Show and donations, which is to fund MTM van repairs. **Order passed - Vote 6-0.**

#### SOLICIT BIDS FOR FUEL

**INTRODUCTION:** Mrs. Barnes requested permission to solicit sealed bids on the supply of fuel oil, propane, diesel, and gasoline from October 1, 2019 thru September 30, 2020 for applicable Town buildings.

**VOTE (2019-79)** Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Town Manager to solicit fuel and to enter into a contract for the best pricing. **Order passed - Vote 6-0.**

#### RHR SMITH AUDIT ENGAGEMENT LETTER FISCAL YEAR 2019

**INTRODUCTION:** The engagement letter from RHR Smith confirms the understanding and scope of services provided to the town during the annual audit. They will audit the financial statements of the governmental activities, business type activities, any aggregate discretely presented component units, each major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lisbon for the fiscal year ending June 30, 2019.

Town	\$9,850
School Department	\$9,717
Sewer Department	\$2,550

**VOTE (2019-80)** Councilor Ward, seconded by Councilor Brunelle moved to authorize the Town Manager to sign the engagement letter with RHR Smith for the annual audit. **Order passed – Vote 6-0.**

#### QUIT-CLAIM DEED/WRITE-OFF TAXES 8 WHISPERING PINES

**INTRODUCTION:** After speaking with the Mobile Home Park owner, the Park owner plans on removing the tax acquired trailer from the premises at their own expense. They feel the cost to remove/demolish the trailer is going to be more than the taxes owed on the property. We agree due to the condition of the trailer. The Assessor recently inspected the trailer and deemed it uninhabitable.

**VOTE (2019-81)** Councilor Albert, seconded by Councilor Kolbe moved to authorize the Town Manager to issue a Quit-Claim deed and write-off taxes in the amount of \$509.68. **Order passed - Vote 6-0.**

#### PUBLIC WORKS BID PROJECTS

**INTRODUCTION:** Mr. Cyr requested permission to advertise the following projects for bid.

1. Paving RFP - As a result of the FY 2019 funding shortfall for paving projects, we request permission to develop an RFP for paving projects for FY 2020 based on an anticipated budgeted amount of \$262,000. The RFP will clearly state that bids will be awarded contingent on final budget adoption.
2. Road Striping - We are requesting permission to advertise the annual center line and edge line road striping.



3. Road Salt - Each year AVCOG advertises a joint purchase of Road Salt and Liquid Calcium/Magnesium Chloride RFP. We are requesting permission to have our estimated 3000 tons of salt included as part of this process.

**COUNCILOR COMMENTS:** Mr. Cyr recommended purchasing a four-lift system for \$36,000 to work on school busses and fire trucks. He indicated the school department pays around \$140,000 per year for bus maintenance. He said the town should be able to do this and bill them, so instead of paying \$120.00 an hour they would pay far less. Councilor Ward said this is clearly an example of “its one basket of goods.” Mr. Cyr indicated he had one employee who would be able to get certified to do these inspections.

Councilor Larochelle asked for more information. He said he would hate to see the town get into this and then lose an individual; this could all go backwards real fast. He said it has been difficult to keep up with our own maintenance on vehicles. He encouraged Mr. Cyr to make sure that our stuff is up to date first. Councilor Brunelle pointed out the lift would be used anyway, whether they do bus maintenance or not.

Mr. Cyr said his people have been working diligently and are catching up fast and that they will be maintaining the fire trucks much better annually as well. He recommended instituting a point-of-service system to track repairs, time spent, etc., and said that he cannot do it without the tools though. Councilor Ward reported MUNIS has a point-of-service system, although the town may not have purchased that module, it is available through MUNIS.

Councilor Albert said employees would like this idea and learning new stuff. He encouraged staff development.

Councilor Ward asked Mr. Cyr to look into using liquid calcium since we have the equipment to use it now.

#### PAVING DISCUSSION

Mr. Cyr said he wanted to discuss with the Council the possibility of obtaining permission somehow to negotiate the paving contract for a certain price so that Lisbon is not last on the contractor's paving list this year. Councilor Ward said the Council would be determining what to budget prior to budget adoption. Council Albert said if the Council were to agree on a figure ahead of time, then Mr. Cyr could negotiate with the contractor a determined price approved later by the Council. Mrs. Barnes recommended the Council agree on a budget number as soon as possible.

Councilor Albert reported the budgeted figure is \$475,000 and asked Council members if there were any objections to that number. No objections were noted. Councilor Albert recommended Mr. Cyr use that figure to work with right now.

**VOTE (2019-82)** Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Public Works Director to solicit bids for the above Public Works projects. **Order passed - Vote 6-0.**

#### 2018 CDBG DOWNTOWN REVITALIZATION GRANT LISBON VILLAGE STREETScape PROJECT BID AWARD

**INTRODUCTION:** Ms. Steuber reported that on April 3, 2019, bids were opened for the Lisbon Village Streetscape Improvements project. Lisbon received the following three bids:

CONTRACTOR	LOCATION	BASE BID	ALTERNATE BID
L.P. Poirier & Sons Inc.	Lewiston, ME	\$184,865.00	\$62,467.00
J. Pratt Construction	Hebron, ME	\$201,180.76	\$72,989.30
Ray Labbe & Sons Inc.	Brunswick, ME	\$225,715.76	\$85,580.87

The overall budget for this work is \$300,000. If both the base bid and alternate are awarded, the contract award will be \$247,332. With engineering, administrative, legal, and contingency considered, there should be sufficient funds to award both the base bid and alternate scope of work. Please note that there was a mathematical error on this bid so that the total on the base bid was incorrect. The bid tabulation and the figures above reflect the correct bid amounts.



**COUNCILOR COMMENTS:** Councilor Ward asked what the contingency was for this project. Ms. Steuber reported 10%. Mrs. Barnes mentioned Randy Cyr would be the steward and that Mr. Douglass would also be involved. Graziano Square should be completed in 90 days and will co-inside with the Village Streetscape Project.

**VOTE (2019-83)** Councilor Larochelle, seconded by Councilor Kolbe moved to award the contract to L.P. Poirier in the amount of \$247,332 for the base bid and alternate. **Order passed - Vote 6-0.**

### WARRANT FOR SPECIAL MUNICIPAL & SCHOOL BUDGET REFERENDUM ELECTION FOR JUNE 11, 2019

**VOTE (2019-84)** Councilor Ward, seconded by Councilor Brunelle moved to approve the warrant for the School Budget Referendum & Special Municipal Election for June 11, 2019. **Order passed - Vote 6-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Ward said he had nothing to report.
3. LDC: Councilor Larochelle said they held a good meeting and discussed the Graziano Square project. He reported they are talking about downtown parking in Lisbon Falls and are looking for ways to improve congestion. Mrs. Barnes said she is waiting to talk with Mrs. Bauer. She mentioned the park on Booker Street would also become parking.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said he had nothing to report.

### B. TOWN MANAGER'S REPORT

Mrs. Barnes reported paving and grinding projects connected with the sewer project will start April 29 and be completed by May 1. They will be working on Andrea Street April 22 and finish with Osborn Street the end of July.

### C. DEPARTMENT HEADS WRITTEN REPORTS

Councilor Ward asked that Mrs. Barnes have Mrs. Colston, prior to her departure, prepare a paragraph or so highlighting our financials for the Council to review. He also thanked Mrs. Colston for all she has accomplished here for Lisbon.

Councilor Larochelle reported Lisbon is cranking on new single family homes being built in town. He said growth is still happening.

Councilor Ward mentioned Chief Hagan's new camera program that captures information from homeowner's security cameras for the Police Department - its neighbors helping neighbors.

## APPOINTMENTS

### WARDEN FOR JUNE 11, 2019 ELECTION

**VOTE (2019-85)** Councilor Larochelle, seconded by Councilor Kolbe, moved to appoint Rick Roberts as Warden for the June 11, 2019 Election. **Order passed - Vote 6-0.**

### **COUNCILOR COMMUNICATIONS**

Councilor Larochelle commented on how busy it looks downtown on a Friday night with individuals on the sidewalks visiting Flux or Franks restaurants. He said it is so nice to see cars parked on the streets. It visually makes individuals stop to notice that Lisbon is making things happen. Ms. Steuber said downtown is 100% occupied, but there are openings on Union Street. She mentioned she had two ribbon cutting ceremonies this Saturday.

### **AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE**

### **EXECUTIVE SESSION - NONE**

### **ADJOURNMENT**

**VOTE (2019-86)** Councilor Kolbe, seconded by Councilor Lunt moved to adjourn at 8:02 PM.  
**Order passed - Vote 6-0.**


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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: May 7, 2019

Business Name: Town & Country Park

### INSPECTION REQUIRED

Notice of Compliance (By Council Request): I, **Dennis Douglass**, Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 5/3/19

### COMPLETE TO HERE BEFORE FILING

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#### For Office Use Only

Notice of Compliance (By Council Request): I, **Kathy Malloy**, Assessor hereby certify I have reviewed the application and list of owners and recommend application for licensing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### INFORMATION

The Councilors are the Municipal Licensing Board. Manufactured Mobile Home Park applications do not require a public hearing. Applications do require signatures from the CEO and Assessor above. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held on the first and third Tuesdays of the month at the Town Hall at 7:00 PM in the public meeting room.

#### **SUGGESTED CONTACTS:**

353-3000 Ext 112... Town Clerk  
353-3007..... Town Office Fax  
353-3000 Ext 111... Deputy Code Enforcement Officer  
353-2500..... Police Department  
333-6601 Ext 1154..Health Officer  
287-5671..... State Health Inspection Dept.

624-9693 .....State Sales Tax Division  
624-7736.....Bureau of Corporations  
624-7220.....Bureau of Alcohol Beverages  
287-3841.....Agriculture Dept-- Bakery Licenses  
624-6550.....Marine Resources  
1-800-872-3838..Business Answers





## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2019 - 89 E

*Twila D. Lycette, Town Clerk*

*Lisa B. Smith, Deputy Clerk*

*Nina Hodgkins, Assistant Clerk*

### ***PUBLIC HEARING***

*Notice is hereby given that the Lisbon Town Council  
intends to hold a public hearing on May 21, 2019 at 7:00 PM in  
the Town Office Public Meeting Room to hear comments on a  
Renewal Special Entertainment Permit for:*

*Frank's Restaurant & Pub in Lisbon*

*The public is invited to attend.*

*Twila Lycette, Town Clerk*



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

*Twila D. Lycette, Town Clerk*

### ***PUBLIC HEARING***

*Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on May 21, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a new Victualer's License for the following:*

*Stacie Butterfield d/b/a Snappy Dawgs Griddle  
Mobile Unit at 184 Lisbon Street (Riverside Flea Market)  
Lisbon, ME*

*The public is invited to attend.*

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*Twila Lycette, Town Clerk*

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# MEMORANDUM FROM THE TOWN CLERK

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**TO:** Town Manager & Town Councilors

**FROM:** Town Clerk

**SUBJECT:** Set Voter Registration Hours for June 11, 2019 Election

**DATE:** May 2, 2019

The Registrar will be available to register voters on June 4, 5, 6, 7, & 10 during regular office hours (8:30 AM-4:30 PM M-F) at the Town Clerk's Office, 300 Lisbon Street, Lisbon and on Election Day June 11 during polling hours from 7AM-8PM.

District 1 (Lisbon Village & Center residents) and District 2 (Lisbon Falls residents) vote at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls.





05/01/2019 15:02  
4975Tlycette

Town of Lisbon  
BUSINESS ACCOUNTS REPORT

P 2  
blmstlst

CATEGORY: 1000 TO 1000 TYPE:  
NAME: TO zzzzzzzzzzzzzzzzzzz

TO zzzz

BUSINESS ID

AGENT/OPERATOR NAME  
DEA

LIC REF CATEGORY

SSN/FID

TYPE

MAIL ADDRESS

YONKERS, NY 10710

1012

FLUX RESTAURANT, LLC  
FLUX RESTAURANT, LLC

LAVERDIERE, JASON  
10 MAIN STREET  
LISBON FALLS, ME 04252 USA

1013

FOOD CITY  
FOOD CITY

STANLEY SCLAR  
PO BOX 399  
LEWISTON, ME 04243

1014

FRANKS  
FRANKS

PETER AUSTIN  
72 WEBSTER ROAD  
LISBON, ME 04250

1032

1017

LISBON GULF D/B/A NINO CORPORATION  
LISBON GULF D/B/A NINO CORPORATION

SOLIM NAOUS  
176 FERRY ROAD  
LEWISTON RD, ME 04240

1015

LISBON HOUSE OF PIZZA  
LISBON HOUSE OF PIZZA

GEORGIA KOMBAKIS  
1 JAMESON DRIVE  
FALMOUTH, ME 04105 USA

1016

LISBON LEFT HAND CLUB

PO BOX 715  
LISBON, ME 04250

1019

MACDADDY'S MOBILE CUISINE, LLC  
MACDADDY'S MOBILE CUISINE, LLC

CHRISTOPHER MACDONALD  
876 RIVER ROAD  
WINDHAM, ME 04062

1020

MCDONALD'S RESTAURANT  
MCDONALD'S RESTAURANT

STEPHEN GOBLE  
6 EAGLES WAY  
CUMBERLAND FORESIDE, ME 04110

1028

METHODIST CHURCH

14 SCHOOL ST  
LISBON FALLS, ME 04252

1P 3  
blmst1st

**Town of Lisbon  
BUSINESS ACCOUNTS REPORT**

05/01/2019 15:02  
4975TLycette

CATEGORY: 1000 TO 1000 TYPE: TO zzzz  
NAME: TO zzzzzzzzzzzzzzzzz

BUSINESS ID	AGENT/OPERATOR NAME	DBA	LIC REF	CATEGORY
-------------	---------------------	-----	---------	----------

MAIL ADDRESS

SSN/FID

TYPE

SANDRA HARKINS  
358 NEWELL BROOK ROAD  
DURHAM, ME 04222

RAILROAD RESTAURANT & PUB  
RAILROAD RESTAURANT & PUB

KOCH, JOHN  
689 LISBON RD  
LISBON FALLS, ME 04252

RUSTY LANTERN  
RUSTY LANTERN

RICHARD MICHAUD  
86 SLEEPY HOLLOW DRIVE  
LITCHFIELD, ME 04350

SAM'S ITALIAN FOODS  
SAM'S ITALIAN FOODS

THOMAS BRUNELLE  
137 MAIN ST  
LISBON FALLS, ME 04252 USA

SLOVAK CATHOLIC ASSOC.  
SLOVAK CATHOLIC ASSOC

TYLER ANGELL ST 04240 USA

SMILEY'S ICE CREAM  
SMILEY'S ICE CREAM

GEORGE, RICHARD  
40 COUNTRY LANE  
DURHAM ME 04222

SUBWAY  
SUBWAY

MORSE, WALTER E. JR.  
1 HIGGINS ST  
JESSE FALLS ME 04252

WALT'S PLACE  
WALT'S PLACE

\*\* END OF REPORT - Generated by Twila Lycette \*\*

Health Officer 1886 Date 5/2/19

Code Enforcement Officer [Signature] Date 5/2/19



Business Name: \_\_\_\_\_

*Left hand club*

## INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, Dennis Douglass, Health Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*5/3/19*

Notice of Compliance (By Ordinance): I, Dennis Douglass, Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*5/3/19*

## COMPLETE TO HERE BEFORE FILING

## INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

### SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk  
353-3007..... Town Office Fax  
353-3000 Ext 111... Deputy Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 111....Health Officer  
287-5671..... State Health Inspection Dept.

624-9693 .....State Sales Tax Division  
624-7736.....Bureau of Corporations  
624-7220.....Bureau of Alcohol Beverages  
287-3841.....Agriculture Dept- Bakery Licenses  
624-6550.....Marine Resources  
1-800-872-3838..Business Answers

Revised March 12, 2018

Business Name: \_\_\_\_\_

*Subway*

## INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, Dennis Douglass, Health Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

*5/3/19*

Notice of Compliance (By Ordinance): I, Dennis Douglass, Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

*5/3/19*

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624-6550.....Marine Resources  
1-800-872-3838..Business Answers

Revised March 12, 2018

Business Name: \_\_\_\_\_

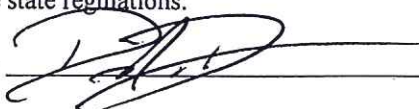
MacDaddy's

### INSPECTION REQUIRED

☒ Yes, if preparing food (includes making coffee)  
☐ No, if prepackaged ice cream or food

Notice of Compliance (By Ordinance): I, **Dennis Douglass Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

5/3/19

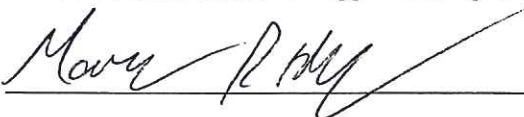
### COMPLETE TO HERE BEFORE FILING

#### For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

05/02/19

### INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

#### SUGGESTED CONTACTS:

353-3000 Ext 118... Town Clerk  
353-3000 Ext 111 ...Health Officer  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
287-5671..... State Health Inspection Dept.

624-9693 .....State Sales Tax Division  
624-7736.....Bureau of Corporations  
624-7220.....Bureau of Alcohol Beverages  
287-3841.....Agriculture Dept- Bakery Licenses  
624-6550.....Marine Resources  
1-800-872-3838...Business Answers



Business Name:

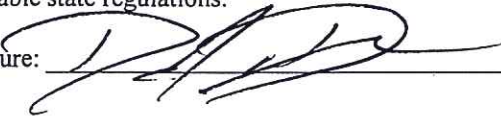
*Positive Change Lisbon*

### INSPECTION REQUIRED

- ☐ Yes, if preparing food (includes making coffee)  
☐ No, if prepackaged ice cream or food

Notice of Compliance (By Ordinance): I, **Dennis Douglass Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature:



Date:

*5/8/19*

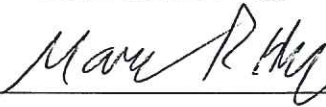
### COMPLETE TO HERE BEFORE FILING

#### For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:



Date:

*05/02/19*

### INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

#### SUGGESTED CONTACTS:

353-3000 Ext 118... Town Clerk  
353-3000 Ext 111 ...Health Officer  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
287-5671..... State Health Inspection Dept.

624-9693 .....State Sales Tax Division  
624-7736.....Bureau of Corporations  
624-7220.....Bureau of Alcohol Beverages  
287-3841.....Agriculture Dept- Bakery Licenses  
624-6550.....Marine Resources  
1-800-872-3838...Business Answers

Business Name: \_\_\_\_\_

Moxie Festival Committee

### INSPECTION REQUIRED

- ☐ Yes, if preparing food (includes making coffee)  
☐ No, if prepackaged ice cream or food

Notice of Compliance (By Ordinance): I, Dennis Douglass Health Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature: \_\_\_\_\_

Date: 5/3/19

\* ON-SITE  
INSPECTIONS

COMPLETE TO HERE BEFORE FILING

### For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, Marc Hagan, Police Chief for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature: \_\_\_\_\_

Date: 5-2-2019

### INFORMATION

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624-6550.....Marine Resources  
1-800-872-3838...Business Answers

# OFFICE OF SUPERINTENDENT OF SCHOOLS

**Richard A Green, Superintendent of Schools**

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## LISBON SCHOOL DEPARTMENT

TO: Lisbon Town Council

FROM: Richard Green

DATE: May 1, 2019

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$81,983 and the following request is to utilize an amount not to exceed \$30,000 to pay for the Phase I installation of the Athletic Field Lights.

On Monday, April 29, 2019, the Lisbon School Committee voted (5-0) to request authorization from the Town Council to utilize an amount not to exceed \$30,000 from the Lisbon School Department's Capital Reserve Fund to pay for the Phase I installation of the Athletic Field Lights. Attached you will see a copy of the quote from Musco Lighting.

Please feel free to contact me if you have any questions or require any additional information prior to your next meeting. I thank you in advance for your consideration.





**Town of Lisbon  
Relocate Colby College Soccer Equipment  
Updated  
Date: April 25, 2019  
Atten: Jeff Kelly  
Project #188442**

**Quotation Price**

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- (4) Precast bases for Musco 70C pole
- (44) New lamps for existing fixtures
- New pole top fitter (crossarm assembly for 44 fixtures)
- All new pole wire harness ( for 11 fixtures per pole)
- Lighting design
- Foundation design (Based on standard Class 5 soils unless site geo-tech soils report is provided).
- Freight

**Cost for above materials, design and freight.....\$27,475.00** Plus applicable sales tax

**Payment Terms**--Net 30 days from shipment. Pending credit approval by Musco Credit

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**Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential. Divulging technical Or pricing information to competitive vendors will result in removal from the bid list.**

**Notes**

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Quote is based:

- Shipment to one location.
- IBC 2015 115 MPH Exposure C building code
- **If foundation design is not provided by licensed Structural Engineer, the owner will need to provide a signed and notarized letter accepting the structural liability for re-using the existing poles and fixtures.**

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Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

Bob Waters  
Lighting Services Sales Rep  
Musco Sports Lighting  
Phone: 800-825-6020  
E-mail: [bob.waters@musco.com](mailto:bob.waters@musco.com)  
Fax: 888-397-8736 fax



# Lisbon Police Department

## A Community Policing Agency

Agenda Item 2019-91

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

**To:** Town Manager Barnes

**From:** Chief of Police Marc Hagan

**Subject:** Federal Bulletproof Vest Grant Partnership

**Date:** 04/30/2019

The Federal Bureau of Justice Assistance awards money annually to various Federal, State, and Local law enforcement agencies to assist with the purchase of bulletproof vests. The current cost of vests purchased by the Town is approximately \$620, half of which would be reimbursed by the BJA if the grant request were accepted. The current grant between the Town of Lisbon and the BJA will expire in August. The new grant will not expire until August 31 of 2021. We are requesting the purchase of 10 vests over the two-year period due to current vests expirations and the potential of hiring new officers. This would cost roughly \$6,200, of which \$3,100 would be reimbursed through the grant.

I am requesting to be given permission to apply for, accept, and spend any money provided to the Town of Lisbon through the 2019 Bureau of Justice Assistance "Bulletproof Vest Partnership".

Thank you.



# Lisbon Police Department

A Community Policing Agency

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300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

**To:** Town Manager Barnes

**From:** Chief of Police Marc Hagan

**Subject:** Mutual Aid Agreement with Sagadahoc Sheriffs Office

**Date:** 04/26/2019

The current mutual aid agreement with the Sagadahoc Sheriffs Office has expired. The attached agreement is a standard mutual aid agreement between neighboring law enforcement agencies that are occasionally called upon to assist one another due to various manpower needs in emergency situations. I am requesting that the Council review the agreement as it requires their vote.

Thank you.



## MUTUAL AID AGREEMENT FOR POLICING SERVICES

THIS AGREEMENT is made and entered into by and between Sagadahoc County, through the Sheriff's Office, and the Town of Lisbon, and its Police Department. The purpose of this agreement is to comply with M.R.S.A. Title 30-A, Section 2674, as may be amended from time to time.

This agreement between the participating county and municipality and law enforcement agencies is effective \_\_\_\_\_, 2019 and supersedes all previous agreement, if any, on this subject.

WHEREAS, the governing board of the Town of Lisbon, by a vote taken on \_\_\_\_\_, 2019, at a regular/special meeting of the said board, have agreed to enter into this mutual aid assistance arrangement with the Sagadahoc County Sheriff's Office; and

WHEREAS, the Sagadahoc County Commissioners, by a vote taken on \_\_\_\_\_, 2019, at a regular/special meeting of the said Commissioners, have agreed to enter into this mutual aid assistance arrangement with the Town of Lisbon Police Department.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town of Lisbon and Sagadahoc County agree as follows;

1. Mutual aid assistance will be provided when either police/sheriff agency requires additional manpower and/or resources to protect life or property, to maintain order, to prevent the commission of criminal acts, to prevent the escape of a person who has committed a criminal act, and to ensure officer safety pursuant to standard police practice and training guidelines.
2. Mutual aid assistance in this section is intended to be constant, recurring, and may take place without prompting. Mutual aid described in this section is intended to ensure public safety and to provide adequate police coverage, through effective and efficient scheduling practices, and to enhance investigations through the use of specially trained or experienced staff members, equipment and/or resources.
  - a. It is recognized that this agreement is intended to provide law enforcement officers from both police/sheriff departments with full law enforcement authority in the Town of Lisbon and Sagadahoc County. Officers will be sworn in as Town of Lisbon Police and Sagadahoc County Deputy Sheriffs.
  - b. It is recognized that mutual aid assistance in this category includes, but is not limited to, the detection and enforcement of suspicious activities and circumstances, participation in shared training opportunities, providing on duty or on-duty or on-call supervision coverage, conducting investigations, providing coverages for community functions, large gatherings or events and requests for policing services that are reimbursed by private parties.

3. That mutual aid assistance will be provided when either police/sheriff agency requires assistance for a major unplanned incident or when there is a lack of sufficient manpower, that potentially jeopardizes the health and welfare of the citizens of the requesting municipality or county and when delay or limited staffing may cause further jeopardy in life or property or in the case of jointly planned collaborative activities.
4. In the event of a mutual aid situation, the Sagadahoc County Sheriff/Chief of Police or the designee of the agency requiring mutual aid, shall contact, the Sagadahoc County Sheriff/Chief of Police or his designee of the agency for which mutual aid is being requested, and provide relevant information to determine the appropriate response and for record-keeping.
5. In the event of a mutual aid situation which is unprompted, the Sagadahoc County Sheriff/Chief of Police or the designee of the agency providing mutual aid shall immediately contact the Sagadahoc County Sheriff/Chief of Police or the designee of the agency for which mutual aid is being provided and provide all information that is relevant for proper response and record-keeping.
6. In the event of a mutual aid situation, each assisting agency will furnish personnel, equipment or services that are reasonably necessary, in the opinion of the assisting agency's Chief of Police/Sagadahoc County Sheriff, or the designee. The assisting agency's Chief of Police/Sagadahoc County Sheriff or his designee must take into consideration the continuing amount of police protection required within its own jurisdiction when making this decision and may deny a request for mutual aid based on the needs within its own jurisdiction.
7. In the event of a mutual aid situation, each assisting agency will be responsible for the wages, pension, worker's compensation and other benefits or liabilities incurred by its own personnel, and shall be liable, if any liability is determined to exist, for personal injury or property damages caused by or occurring to or by its own personnel in the course of providing assistance, except for liability incurred by the command or operational decisions made by the requesting agency which will be assumed by the requesting agency.

It is understood that each assisting agency remains the employer of its employees and is not the employer of any employee from the other assisting agency. The assisting agencies are not considered joint employers for any purpose.

- a. It is understood that for reimbursable mutual aid events, each agency will invoice for its own employees, equipment and or services, as determined by the Sagadahoc County Sheriff/Chief of Police or their designee, through collaboration with each agency's respective County/Town Administrator.
- b. It is understood that during mutual aid situations, police officers/deputy sheriffs from the responding agency may use the equipment, vehicles and/or services of the requesting agency as determined by the requesting agency's Chief of Police/Sagadahoc County Sheriff or his designee.



8. During mutual aid situations, all personnel from assisting agencies shall report to, and shall work cooperatively under, the direction and supervision of the requesting agency, for the purpose of incident management. At all times police officers/deputy sheriffs will comply with policies and procedures of the agency. The policies and procedures will be available to officers on desktop computers, mobile data terminals, and/or a book copy within each agency.
9. Police officers/deputy sheriffs responding to mutual aid assistance requests outside of their appointed jurisdiction shall have the same authority as police officers/deputy sheriffs of the requesting agency and, when assisting other municipalities, shall have the same privileges and immunities as when acting in their own municipality/county and as an officer of the requesting agency, except as to the service of civil process.
10. The ranking on-duty supervisor will have supervisory authority for either agency if a resident supervisor is not on duty. Supervisors may use unmarked patrol vehicles and have the authority to work in either jurisdiction if a resident supervisor is not on duty.
11. Each municipality/county represents to the other that it has full and complete authority to enter into this agreement and the person executing the Mutual Aid Agreement on its behalf is duly authorized to do so.
12. Either municipality/county may terminate participation in this agreement by vote of the municipality's governing board or County Commissioners, with or without cause, upon written notice to the other municipality/county party to this agreement. In the event of termination, the Town of Lisbon and Sagadahoc County remain liable for amounts due and payable under the agreement prior to termination.
13. Any subsequent modifications or amendments relating to this Mutual Aid Agreement shall be in writing approved by the Town of Lisbon and Sagadahoc County Commissioners and signed by both parties.
14. If any term, covenant, or condition of this Mutual Aid Agreement, or the application thereof to any person or circumstance, shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or application to the other persons or circumstances, shall not be affected thereby, and each remaining term, covenant, condition or application of this Agreement shall be valid and enforceable to the fullest extent of the law.
15. Each party represents to the other, and each relies upon the other's representation, that they and their undersigned representative are fully authorized and empowered to enter into this Mutual Aid Agreement and to bind their principals and constituents.
16. The benefits and burdens of this Mutual Aid Agreement shall inure to and be binding upon the successors, assigns, and constituents of the Town of Lisbon and Sagadahoc County.
17. This Mutual Aid Agreement shall be construed and governed under the laws of the State of Maine.



18. Each of the parties hereto agrees to take any and all actions reasonably necessary in order to effectuate the intent, and to carry out the provisions, of this Mutual Aid Agreement.
19. This Mutual Aid Agreement may be executed in multiple counterparts, each of which shall constitute an original, but all of which shall constitute one and the same agreement.

TOWN OF LISBON

SAGADAHOC COUNTY

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_



## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes  
Ref: Request for Council Agenda  
Date: April 26, 2019

I am requesting to be put onto the Council Agenda for the May 7<sup>th</sup> meeting. This is to discuss the proposals received for the fire truck.

After many months of the committee evaluating the needs of the Department, they came up with a specification for the new pumper. Pulling from the HGAC vendor list, they brought in two vendors that met the minimum requirements, which were a stainless steel body, galvanized frame rails, and available local service. The two vendors were MinuteMan Fire & Rescue Apparatus and Greenwood Emergency Vehicles (E-One). The results were as follows.

Dealer: MinuteMan Fire Rescue Apparatus, Inc

Brand: Pierce

Cost as proposed: \$697,956

100% pre-pay option: \$674,956

Trade in allowance for current Engine 7: \$5000

Engine option to go with a 500 HP motor: +\$29,023

Dealer: Greenwood Emergency Vehicles

Brand: E-One

Cost as proposed: \$685,000

100% prepay option: -\$20,000

Trade in allowance for current Engine 7: \$5000

Option with smaller motor: -\$28,000

The specifications written by the committee requested a 500 HP engine. An option was requested for the same vehicle with a smaller (450 HP) motor. The proposal present by MinuteMan was with



## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



the smaller motor, with an option to increase the size of the motor to a 500 HP for an additional \$29,023. Making the actual cost of the vehicle, as requested, to be at \$726,979.

Taking advantage of the prepayment option, trade in, and smaller motor option the price break down would be:

Pierce: \$669,956

E-ONE: \$632,000

Both proposals meet the general specifications that were sent to the vendors. The proposals had some differences. Each having their own strong points and weak points. Either vehicle would will work for the Town of Lisbon, however, both would need to be refined prior to final approval for ordering.

Nathan LeClair

A handwritten signature in black ink, appearing to read "Nathan LeClair".

Fire Chief





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Fire Truck Proposals  
Friday, April 19, 2019  
4:00pm

Present:

Megan Lavigne, Town Manager Administrative Assistant  
Nathan LeClair, Fire Chief

The following proposals were received opened at 4:00pm:

MinuteMan Fire & Rescue Apparatus, Inc	\$697,956
2181 Providence HWY	
Walpole, MA 02081	

Greenwood Emergency Vehicles	\$685,000
19 Summer St	
Brunswick, ME 04011	

Town Manager Barnes and Town Councilors,

Upon receipt of the two proposals for the replacement of Engine 7, the truck committee started a review to confirm they met the specifications listed. On initial review, the committee noted ten exceptions by the E-One vendor and two taken by the Pierce vendor. After discussion with both vendors they either met the specifications without an increase in cost (exception for the length of cab which would add a cost to the E-One bid that would not exceed \$2500.00) or are exceptions that can be described as more of a standard of each manufacturer. The following bullets list the comparison of cost of each proposed vehicle and the options for payment offered.

Option	E-One	Pierce
500 horse motor	\$ 685,000.00	\$ 726,979.00
450 horse motor	\$ 657,000.00	\$ 697,956.00
Trade in of E-7	\$ (5,000.00)	\$ (5,000.00)
Prepayment	\$ (20,000.00)	\$ (23,000.00)
To meet cab spec.	\$ 2,500.00	

The truck committee voted to recommend the Pierce proposal as it was closer to meeting the specifications as originally proposed, the exceptions they took were clearly stated in their proposal (clarity of bid, we had to find the exceptions in the E-One proposal and point them out to the vendor). The committee also felt that the Pierce was overall a better constructed vehicle and would standardize the department apparatus fleet. No This helps in the number of maintenance facilities we deal with and would help the town mechanics in their maintenance of the departments apparatuses. Some of the features the committee liked was the larger heating and cooling units of the cab, more robust interior, adjustable locations of the seating mounted to the rear wall, compartment lighting, electrical connections appear to be better protected, emergency and scene lighting package is uniform throughout the truck, hose bed cover rated for a person to walk on, and the warranties appear to be equal to or better.

The committee recognizes that the only way for the Pierce proposal to meet the Town approved amount would be for a prepayment option on the 450 horse powered model.

If you have any questions, concerns, or need clarification on anything prior to the council meeting, feel free to contact me. Thank you,

Deputy Chief Robert Robitaille

## **Exceptions to request specifications**

### **E-One**

<b>Requested</b>	<b>Offered</b>
FireCom communication headsets	SetCom
500 lbs. rated shelving	250 lbs.
Separate air primer for front intake	none
42" minimum rear traffic advisor bar	36"
4" plumbing for LDH discharge	3"
70" Cab	67"
No interior foam padding	Foam padding on engine cover
Heated LED head lights	Non-heated LED headlights
Stainless steel body with no polymer components	Hose bed trays are polymer material
Cabinet storage for 2 – 15-foot lengths of hard suction	Storage for either 10' or 12' TBD after engineering

### **Pierce**

<b>Requested</b>	<b>Offered</b>
All 7 preconnected discharges CAF's capable	6 discharges only
Cabinet storage for 2 – 15-foot lengths of hard suction	2 – 12-lengths





## MINUTEMAN FIRE & RESCUE APPARATUS, INC.

2181 Providence Highway ★ Walpole, MA 02081  
508.668.3112 ★ [www.MinutemanTrucks.com](http://www.MinutemanTrucks.com) ★ 800.225.4808

---

April 29, 2019

Deputy Robitaille and members of the apparatus committee,

Here are my responses to your questions.

- Are you not able to do a transverse compartment on the outside rear of the cab?

We do have an option available that provides a transverse compartment area under the forward facing seats at an additional cost of \$750.00

- The committee would like to know if there is an additional cost to add another air reservoir/tank due to the air primers on the apparatus

Engineering does not require an additional air tank, the amount of storage on hand with the size of the compressor is more than satisfactory to supply the two primers. The only time an additional tank is required is when we install these on a commercial chassis that comes with less air storage as standard. If you desired to add more storage the cost would be \$1,181.00

- We still want all 7 preconnect lines to be CAFS capable, we understand that the system can not produce CAFS out all preconnects at the same time.

The Husky 3 foam system is limited to 6 discharges per engineering. This is done for many reasons, with all foam systems no matter the brand, all discharges that are foam capable whether the system is activated or not, flow through the same manifold. In short, only so much water or water foam solution can flow through the manifold. The manifold on the Husky 3 is 3" with a maximum water flow of 750 gallons. The CAFS is added after the Husky 3 manifold at the discharge so I am only able to supply the 6 discharges. To have CAFS to 7 or more discharges would require going to a Husky 12 foam system which would be a much higher cost.

Please contact me if you have further questions

Thank you

Sincerely;

*Raymond E Smith*



Chris Champagne

Thank you for the proposal you sent to the Lisbon Truck Committee. It is noted that the proposal is very competitive and informative. The truck committee has a few questions for you before we make a decision on our recommendation to the council. I will list them as bullets and would prefer a reply by April 29<sup>th</sup>, 1700 hours. I know this is short notice, but we are on a time line that we have to adhere to, thank you.

- The following items we noted were not as what was requested
  - Headset – we requested Fire Comm headsets for each seat [2 – transmittable on radio (driver, officer) 4 – push to talk (crew)] I had used the SetCom system so that you had a wireless headset for the driver. I have changed it to the FireCom with 2 push to talk/radio and 4 intercom only headsets per your request.
  - Shelving (rollout trays) to be 500 lbs. rated I had included a variety of shelves/trays/tool boards based on our earlier meetings and truck layout. This can be easily address at a pre-construction meeting without affecting the price of the truck. We offer 500# trays and 500# shelves.
  - We requested no foam padding in the interior due to past experience of it tearing and scaring We have provided a severe duty interior, some of the options selected are; #1 All metal dash, #2 Metal kick panels at driver/officer feet, #3 Severe duty heavy rubber engine cover, #4 Stainless (pump panel thickness) door panels, #5 Scuff plates on interior sides of cab by rear facing seats #6 Diamond plate overlay for rear of engine cover. This represents the most “rugged” interior possible. Some padding (cab ceiling, rear area behind seats) is needed for fitment. These are not wear areas, everything you contact is heavy duty.
  - Battery boxes and fuel tank to be hot dipped galvanized or equivalent (we’ve experienced rot and weepage in those areas) Battery boxes are galvanized and painted as part of the frame treatment process, along with crossmembers, front bumper extension, etc. The fuel tank is galvanized (aluminized steel) and painted with stainless hanger straps. It’s just another way of saying galvanized coating.
  - Separate air primer for the front bumper suction This is included in the package with the front suction.
  - Traffic adviser bar on rear does not meet 42” minimum I have changed this to a 42” LED traffic bar, my error as our earlier version had the 36” bar. I will eat the small additional charge as this is my error.
  - Piping to the LDH discharge does not meet 4” minimum requested I have changed this to a 4” valve controlled by a hand wheel with 4” plumbing. As this was a holdover from a prior spec and my error I will eat the added cost.
  - DEF tank requested does not meet minimum 8 gallon size requested E-One provides a 5 gallon DEF tank, this is the same system used for over 10 years with zero customer complaints. I placed the tank in the body as requested, BUT, I would suggest moving it to the standard E-One location under the cab. Our batteries are higher output and 5 are plenty, especially with the 40 AMP charger we provided.
- Other questions that need to be answered



- What is the yearly cost of the AXIS system when the 5 year period expires? It is similar to a basic cell phone plan (\$25+/- per month) . E-One has told us that it will not be required that the customer purchase a plan, the system is a “benefit” but not required for the trucks function.
- Why is there a preconnect extension on the drivers side rear preconnect? Based on having 3 rear discharges (and limited room for plumbing) it is necessary for one to be either a hosebed discharge or to have a extension with a bolt in floor above it. This is a item that can be discussed at the pre-construction with engineering.
- Why is the LDH discharge valve not equipped with a device that limits the closing and opening speeds? All valves 3” and larger have 3 second slow close built into them by Akron. See verbiage from deck gun discharge for example: The valve shall be equipped with a device that limits the opening and closing speeds to comply with the current edition of NFPA 1901.
- We would prefer all crew seating to be nonflip-up in design We have numerous seating options. I had picked these to allow for more space to access the EMS compartment when not seated. This can be changed at pre-construction and isn’t a cost issue.
- We need to know if the medical cabinet can be located in an area that does not obscure the crew from having visual contact forward. This also due to radios and assorted equipment needing to be accessed from front and rear We have many EMS box options. I would suggest based on past experience and customer feedback that we choose a in/out EMS compartment over a wheel well and locate 3 seats on the rear wall. This gives inside and outside access to equipment, and provides forward facing seating which is generally preferred. Other options are also available.
- Can the transverse compartment opening be enlarged by a couple of inches for easier access to extinguishers There are several options for the exterior compartments based on your needs. I suggest we review them at a pre-construction meeting, it’s impossible to list them all as they have impact on other options so the variables are too extensive to try and list. If all you want is extenguishers there is an option for tubes with doors, if you want more room I suggest the 74” cab length which offers a larger transverse compartment area. I listed this in our option section.
- Could not locate wheel chocks The spec didn’t ask for wheel chocks. I normally use a aluminum chock with brackets (\$350 for a pair) I’ll include them.
- Paint warranty mentions a disclaimer for deicing damages, this is Maine, how is that effecting the warranty E-One’s customer service department told me this is a disclaimer for if the customer ignores basic washing and upkeep. To further ease any concerns you might have I talked to RJ Miller, head of customer service, and asked him to send a clarifying e-mail saying the road treatment will not be held against you. Here his reply.
- In addition the note has been added to your quote so it lives on forever in the file so there will be no issues in later years should you/I not be around to remember personally.

➤ Chris-

➤ I have had some discussions with the Team and in reference to the warranty on this unit as requested below. For this deal- we will make the exception for the de-icing. We will also internally evaluate the warranty documents.

➤

➤



- Thank you,
- 
- RJ
- 
- **RJ Miller**
- Director of Customer Service | Office: 352.861.3375 | Cell: 352.843.3241 | [rjmiller@e-one.com](mailto:rjmiller@e-one.com)

➤

Please state why exceptions are taken and why or how what is proposed is equal to or exceeds requested if appropriate. Also, please send us an estimate of the cost increase to meet these changes.

Thank you,

Deputy Chief Bob Robitaille

The majority of these issues can/should be addressed at a order review/pre-construction meeting when the RFP details get incorporated into your final specification. The only costs that you could conceivably bear would be if you choose to stretch the cab to 74" or make significant changes to shelves/trays that exceed the requested amount in the RFP. We are comfortable honoring our bid price as the two items changed that added cost (traffic advisor and LDH discharge) are my fault and total less than \$1000 that we have to eat.

I would also like to add to this document my notes taken last week and e-mailed to D/C Robitaille referencing areas that we exceed the published specifications. I firmly believe that we are providing a much more rugged truck with better local service at a lower cost.

Good afternoon Bob;

I wanted to let you know that yesterday I took some time to review the bids. As you would imagine there are areas where each vendor has some advantage over the other. I would say, overall both vendors met the requirements of your RFP.

That being said, I feel we have some strong "talking points" where we excel, and provide more value for your Town. A few of my thoughts are:

Throughout the process the emphasis was on heavy duty, stronger, bigger etc.

To that end, we met your needs, we bid the larger frame, 500HP motor, ALL stainless body, galvanized and painted frame system, severe duty interior, so in short I listened.

With the larger motor you requested our price is \$41,979 less. If you choose the L9 motor and allow us to use the Typhoon cab (which is the appropriate comparable to the Enforcer) the difference is \$50,965.

That's a lot of money!

Here are some thoughts about the trucks and features;

The E-One frame is both galvanized and then painted for added protection, our frame is 12" tall vs. 10.25" for the Pierce. Our frame is much stronger with a section modulus of 20.90 vs. Pierce 16.00. The resistance to bending (RBM) is likewise stronger, E-One 2,299,000 vs. Pierce 1,921,069.

A stronger frame is a pretty important feature.

Likewise, a stronger cab is equally important, the E-One cab is all constructed of 3/16" aluminum and has a roof load certification 5.5 times higher than NFPA requires.

The Pierce cab is 1/8" and has 1/16" doors, and stated it meets NFPA, so our cab is 5.5 times stronger!

The E-One cab is 139 1/2" long, front to back, the Pierce is 139"  
We included a transverse compartment with exterior cab doors as requested, Pierce did not.

The E-One safety package continues with an additional air bag for protection for the driver's knees, that Pierce doesn't offer.

In addition E-One has provided Electronic Stability Control for the braking system where Pierce has supplied the lesser ATC system.

Our braking system has a total capacity of 6952 cubic inches where Pierce has 4272. This affects braking and Trident primer performance

Our radiator is 1408 square inches where Pierce is only 1060, so we provide better cooling and more reserve capacity.

Our body is 100% 304L stainless steel, and that includes the pump module, tank frame, and body support frame. Pierce offers this, but it costs much more.

We have provided a 20 year body structural warranty, as compared to Pierce's 10 year.



Our total compartment volume is 191 cubic feet as compared to Pierce's 178. Most of this is due to the fact that our compartment depths are much more 27" in the lower and 14" in the upper.

Our 2 piece windshield has 2700 square inches of viewing area, as compared to Pierce's 2775, BUT our windshield cost of maintenance is much lower. So is 2.5% more are worth a huge difference in cost?

Our hosebed is the same 304L material as the body, Pierce references a lower grade 201LN material

Our battery capacity is larger, and I would suggest moving the DEF tank under the cab and using 5 batteries, to open up even more compartment space.

Our pump plumbing is stainless steel, again Pierce references both stainless and lower cost alternatives, so unsure which it is?

Our foam system flows 3.3 gpm of foam as compared to Pierce's 3.0 gpm  
The Waterous CAFS system has equal performance to the Pierce with much lower annual cost of maintenance. We service both frequently and the cost is over 2X as much.

We have provided two pump module heaters, Pierce provided only 1.

Our 12 year paint warranty doesn't require a special inspection to be valid.

Greenwood is a true dealership, and we are located 10 minutes from your station. We are a Waterous FACS center. The Pierce is supported by a 3rd party shop, who is not a Waterous FASC.

At the end of the day, both trucks have items where they have more of something than the other. I shared the items above to highlight that E-One exceeds in some pretty significant areas like safety and dealer support. We start with a stronger frame, a stronger cab, additional safety from air bag and ESC.  
Then transition to a larger and higher quality body with a longer warranty.

To conclude, we met the published specifications, exceeding them in some key areas, and we are much less expensive.

We would appreciate your business and feel like we can give you the best truck and best dealer support.

Thank you, and please share any feedback and ways we can help you.



The light bar on the E-One has 14 LED modules, the Pierce had 10

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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO: DIANE BARNES**

**FROM: RANDY CYR**

**SUBJECT: TRUCK LIFTS**

**DATE: 5/01/19**

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I am requesting the purchase of new lifts for our trucks and equipment, the new lifts would greatly improve our efficiency and safety in the garage. And be beneficial to our fleet of equipment as maintenance would be more thorough because of accessibility.

Thank You

Randy Cyr

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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO: DIANE BARNES**

**FROM: RANDY CYR**

**SUBJECT: WHEELER WITH DUMP BODY AND PLOW GEAR**

**DATE: 5/02/19**

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I am requesting the purchase of a new Wheeler dump truck with plow gear and sand/salt spreader, with a calcium tank. We currently have a truck that is in need of too many repairs for what the truck is worth, the truck is a 1999 model year and needs replacement.

Thank You

Randy Cyr



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## MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** ADDITIONAL WORK REQUIRED FOR THE 10 YEAR EXTENSION  
CERTIFICATION OF THE UNDERGROUND DIESEL TANK  
**DATE:** MAY 2, 2019

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On November 1, 2019 the certification for the underground diesel tank is due to expire. In order to do an extension of the tank it would need to be recertified within the six months prior to the expiration. In 2018 we asked Simard and Sons to do a 10 year extension inspection at the same time they were here to do the annual inspection so we would know where we stood with getting the extension.

Simard did the inspection and found several items that would need repair or replacement for the extension.

Simard provided us with a quote to do the required work and that was approved at the September 18, 2018 Council meeting. Tom Martin did not get the quote signed and returned to Simard so it was not done until December 26, 2018.

In the fall of 2018 Maine DEP did an inspection of the diesel tank and pointed out that in order for them to approve the 10 year extension an outside emergency shut off and signage would need to be installed. Due to the facility not being manned 24 hours a day the current inside emergency shut off is of no benefit after hours.

The outside emergency shut off is an addition to the already approved work that needs to be approved. Simard has provided a rough estimate not to exceed \$2500 and will do an actual time and materials quote when they do the other work.

With approval we would like to have Simard install the outside emergency shut off and signage with a not to exceed cost of \$2500

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## MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** UPDATE ON THE STATUS OF THE MAINE DEP MEMORANDUM ISSUED  
TO ALL LICENSED FACILITIES THAT GENERATE, LAND APPLY OR  
COMPOST BIOSOLIDS (SLUDGE)  
**DATE:** MAY 2, 2019

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On March 22, 2019, the Maine Department of Environmental Protection (MEDEP) issued a press release stating that all licensed facilities that generate, land apply or compost sludge must test for PFAS before any sludge material can be land applied. At the same time, MEDEP sent a memorandum to the licensed facilities.

The sludge generated at the treatment plant is sent to a third party (Casella Organics), this MEDEP requirement had an immediate impact on the operation of Casella's compost facility as it completely shut down the distribution side of their operation.

Casella began the process of testing for PFAS in 2018 and submitted this data to MEDEP for review to determine whether the sampling and testing methods satisfy MEDEP's criteria. This morning I was informed that MEDEP has lifted the distribution ban. Casella has had to scale back application rates and some of their compost blends, they also had to scale back their acceptance of sludge at the facility to reduce inventory buildup. The representative from Casella could not verify whether they are currently accepting our sludge into the facility or if it is being sent to the landfill.

What does this mean for Lisbon?

Casella is requiring all facilities they receive sludge from to test for PFAS individually and submit the results to them for review. Depending on the outcome of this testing Casella may need to reduce or cease accepting sludge to remain in compliance with the operational guidelines. Casella has stated they will work to provide a landfill option to their customers if they cannot accept their sludge.

We have completed a sampling & analysis plan and a sludge sample was sent to the lab for testing on April 29<sup>th</sup>. Once we receive the results of this testing we will know where we stand and whether Casella will accept our sludge.

We did research other options for disposal of the sludge and there really are none other than the sludge going to a landfill.

A copy of the Maine DEP press release is included.

**Steve Aievoli**

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**From:** Maine Department of Environmental Protection <MEDEP@subscriptions.maine.gov>  
**Sent:** Friday, March 22, 2019 3:42 PM  
**To:** Steve Aievoli  
**Subject:** DEP announces testing of all sludge materials before land application

**--- PRESS RELEASE ---**

*For Immediate Release*



## **DEP Announces Testing of All Sludge Materials Before Land Application**

**AUGUSTA, MAINE, March 22, 2019** — The Maine Department of Environmental Protection (DEP) announced today that it will require the testing of all sludge material licensed for land application in the state for per- and polyfluoroalkyl (PFAS). The Department has set an aggressive schedule for testing which must be concluded before any sludge material can be land applied.

"The Maine Department of Environmental Protection is committed to addressing the issue of PFAS contamination in Maine and has been working to proactively identify areas of potential concern," said Maine DEP Commissioner Jerry Reid. "The Department is moving forward with the additional testing requirement to ensure that any future land applications of sludge are safe."

DEP sent a letter today to producers of sludge materials proposed for land application to inform them of the newly-established test requirement and to direct them to prove that all the sludge is below regulatory levels before it can be applied.

The practice of spreading sludge as a soil amendment has been a common practice in Maine and across the nation for decades. Land application of sludge material occurred long before there was knowledge that it may contain PFAS or the health implications of PFAS.

Earlier this month, Governor Janet Mills signed an Executive Order creating a Governor's Task Force to mobilize state agencies and other stakeholders to review the prevalence of PFAS in Maine and put forward a plan to address it.



Questions regarding health concerns from exposure to PFAS should be directed to Maine CDC at 866-292-3474 (toll-free in Maine). Additional information regarding PFAS can be found at: <https://www.epa.gov/pfas/basic-information-pfas>.

***For additional information, contact:***

**David Madore, Director of Communications, DEP**

**(207) 287-5842**

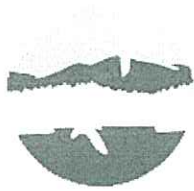
**david.madore@maine.gov**

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**Emily Spencer, Acting Director of Communications, Maine CDC**

**(207) 213-5756**

**emily.spencer@maine.gov**



**Maine Department of Environmental Protection**

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