



**AGENDA**  
**COUNCIL MEETING**  
**JULY 26, 2023**  
**LISBON TOWN OFFICE**  
**6:00 P.M.**

Harry Moore, Jr., *Chair* 2024  
Raymond Robishaw, *Vice Chair* 2024  
Mark Lunt 2025  
Donald Fellows 2025  
Jo-Jean Keller 2025  
Christine Cain 2024  
Fern Larochelle 2023

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

\_\_\_ Councilor Lunt                      \_\_\_ Councilor Fellows                      \_\_\_ Councilor Larochelle                      \_\_\_ Councilor Keller  
\_\_\_ Councilor Moore, Jr                      \_\_\_ Councilor Robishaw                      \_\_\_ Councilor Cain

3. EXECUTIVE SESSION

2023-144 Per 1 M.R.S.A Sec. 405 (6)(A) Personnel Matters

4. GOOD NEWS & RECOGNITION

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2023-145 ORDER – Discussion and Consideration of Council Order: Utilization of Undesignated Fund Balance for Property Tax Relief and Allocation towards Capital Expenditures

7. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

8. APPOINTMENTS

2023-146 – Accept Resignations of Dan Leeman and Curtis Lunt from Finance Committee  
2023-147 – Accept Resignation of Curtis Lunt from Planning Board

9. ADJOURNMENT

2023-148 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

## Town Council

Harry Moore, Jr., *Chair*  
Ray Robishaw, *Vice Chair*  
Christine Cain  
Don Fellows  
Jo-Jean Keller  
Fern Larochelle  
Mark Lunt

## MEMO

**To:** Glenn Michalowski, Town Manager / Melanie Alexander, Assistant Town Manager  
**From:** Samantha Bryant, Finance Director  
**Subject:** FY24 Unassigned Fund Balance  
**Date:** July 24, 2023

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Due to the only recent receipt of the FY22 Audit, I have now been able to calculate our unassigned fund balance, as it is based on the most recent audit figure available. That amount is \$4,106,157.

Per Town Code, we are required to keep 12%-16% of town operating expenses in unassigned fund balance. To stay consistent with prior calculations, the operating expenses in the FY23 Budget are \$19,041,622.67. That means that anywhere from \$1,059,497.37 (16% left in reserve) to \$1,821,162.28 (12% left in reserve) is required for the town to spend on either capital projects or tax reduction/stabilization.

Given long term trends in town finances (chiefly upcoming debt service and the end of the offset from the wage study) described by the former Finance Director at the March 16<sup>th</sup> Council meeting, I would recommend we leave 16% in reserve.

The remaining balance would be used spending projects that have recently come to our attention per my other memo and the memo from the Public Works Director. In addition, per order 2023-125, Council has already committed to the use of unassigned fund balance for the temporary replacement of the Potter Borough Bridge. Finally, the Town had planned in the FY24 Budget to use \$471,943 of funds from our investment account to provide the final wage study offset. Given the return on investment we are getting from those funds, I would instead prefer we use a portion of the unassigned fund balance for this purpose. The remainder could then be used for property tax reduction/stabilization.

### 16% of Unassigned Fund Balance Kept in Reserve (\$1,059,497.37 to spend)

Potter Road Bridge Temporary Replacement	\$100,000.00
Wage Adjustments and Technology Upgrades	\$23,454.23
Public Works Truck Replacement	\$60,707.00
Wage Study Offset	\$471,943.00
Property Tax Relief of Half Mill	\$403,393.14