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| TOWN COUNCIL  MEETING MINUTES  FEBRUAry 2, 2016 |

**Christopher Brunelle, At Large 2016**

**Eric Metivier, District 1 2016**

**Roger Bickford, District 2, 2016**

**Dale Crafts, At Large 2017**

**Normand Albert, At Large 2018**

**Kasie Kolbe, District 1 2018**

**Allen Ward, District 2 2018**

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

ROLL CALL. Members present were Councilors Bickford, Brunelle, Metivier, Crafts, Albert, Kolbe, and Ward. Also present were Diane Barnes, Town Manager; David Brooks, Police Chief; Ed Karass, Finance Director; Diane Nadeau, Librarian; Miriam Alexander-Morgan, Appeals/Assessment Review Boards; Marie Hale, Water Commissioner; Bill Bauer, Water Commissioner; Donald Fellows, Planning Board Member; Scott Hall, Planning Board Member; Karen Paradis, Planning Board Chairman; and approximately 15 citizens in the audience.

**GOOD NEWS AND RECOGNITION**

Councilor Ward commended a Lisbon High School Student named Kane Strout who initiated a sock drive and received over 400 pairs of socks he will be donating to the community. He thanked Positive Change Lisbon, Troop 109, and the Lisbon Recreation Department for their hard work and dedication and all those who had a hand in our Winterfest event at Beaver Park. He said the paper reported 140, but that amount attended the dog sled rides so it appeared to be closer to 300 there.

Councilor Ward congratulated the Lisbon School Boosters, Wrestling Team, and those who had a hand in that; they hosted the mid-state wrestling tournament this past weekend for the first time in our town’s history and we placed fourth overall.

Mrs. Barnes said she attended the Winterfest at Beaver Park and everybody had a great time. Adults were riding on the dog sled rides. LL Bean was there with snowshoes. For our first event it exceeded our expectations. It can be even bigger and better next year. It was great and fun.

Councilor Kolbe said the food drive turnout was excellent for the “Stuff the Truck” event. That, too, was excellent. There was a tremendous amount of food donated. She said it ends February 26 so they are still collecting donations through the month of February. 50% of what’s collected stays in this community. Boxes are available to drop off items at the Town Hall, Credit Union, and Schools.

**public hearings - none**

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - none**

**CONSENT AGENDA**

Councilor Kolbe said there were errors in the motion for Vote 2016-08 Budget Schedule in the minutes of January 19, 2016. The Town Clerk suggested the corrections be made first and then the minutes be placed on the Council’s next agenda. Councilor Kolbe agreed. No objections were noted.

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

TAX ACQUIRED REDEMPTION LETTERS

INTRODUCTION: The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period by which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. The Town foreclosed on these properties on January 19, 2016.

Name Address Total Owed

Jacob Noyes 29 Sabattus Creek $1,155.82

William Maas 14 Goddard Street $6,784.69

Donna Morey 11 Stanley Drive $ 483.36

Timothy Ryan 13 Alma Drive $1,473.11

David & Nancy Spaulding 242 Ferry Road $2,875.87

**VOTE (2016-13)** Councilor Metivier, seconded by Councilor Albert moved to authorize the Town Treasurer to send out a 30 day notice of redemption to the tax acquired Tax property owners of record allowing them 30 days to pay all real estate taxes and fees owed on the property in full by the end of the 30 day period of redemption and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received. **Order passed - Vote 7-0.**

SOLICIT BIDS FOR TOWN INSURANCE

INTRODUCTION: Mrs. Barnes reported it has been seven years since Lisbon has gone out to bid. She said it’s a long process and she is seeking approval to solicit bids for the following insurance and services:

* + 1. Risk Management Consultation & Training Services
    2. Package Policy with Marine Floater
    3. Comprehensive General Liability
    4. Business Automobile Coverage
    5. Boiler & Machinery Coverage
    6. Fidelity & Crime
    7. Public Officials Liability with Employment Related Practices Liability Coverage
    8. Law Enforcement Liability Insurance

Mrs. Barnes said this is a two-part process, which takes approximately three months. All bidders will be required to complete a "Prequalification Questionnaire and Bid Proposal Form" We will be recommending at least a five (5) year commitment with an effective date of July 1, 2016. The final bid award will be made no later than May 3, 2016.

**VOTE (2016-14)** Councilor Ward, seconded by Councilor Metivier moved to authorize the Town Manager to solicit bids for town insurance and services. **Order passed - Vote 7-0.**

PURCHASING POLICY AMENDMENT

INTRODUCTION: Mrs. Barnes said there have been amendments made since the packet was put together and we are striking most of the proposed language given to Council to review earlier and adding only the following instead:

Purchasing Policy Section 86-34 Formal Bidding…

(g) ~~Town Manager will provide council with documentation of any single purchase of $5,000.00 - $9,999.00.~~ Purchases by competitive bidding. Waiver. The requirement of competitive bidding may be waived by a vote of the Council upon recommendation by the Town Manager when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals.

The competitive bidding requirement may not be waived when legally required by a contract, grant award, or other types of financial assistance. This includes awards made by the State of Maine, Federal Government, County government, or any other agency providing assistance to the Town where competitive bidding is required. Additionally, competitive bidding may not be waived by the Town or any of its Departments when required by State or Federal Statute, Rule, or Regulation.

COUNCILOR COMMENTS: Councilor Ward said this is the same language used by the School Department, with the exception of the part requiring a vote of Council. He said the second paragraph actually is a requirement on the federal level and addresses both topics.

**VOTE (2016-15)** Councilor Metivier, seconded by Councilor Crafts moved to adopt the Purchasing Policy Amendment to Section 86-34 as presented. **Order passed - Vote 7-0.**

MUNIS SOFTWARE

INTRODUCTION: Mr. Karass said he was speaking in favor of entering into an agreement with Munis for software service. This would be a sole source, software as a serive Agreement (SaaS) with Tyler Technology to furnish the Town of Lisbon with an Enterprise Resource Planning System (ERP). The ERP System proposed by Tyler is MUNIS. The System will become the Town's primary business engine software. MUNIS is organized as a system of integrated applications to manage the entire business cycle from budget planning, execution of the budget, and compiling the results of operations in a format that is compliant with Generally Accepted Accounting Principles for State and Local Government (GASB Statement- 34).

The other alternatives available, without seeking out of state vendors requiring travel expenses, and system customization costs at a minimum, are Northern Data and staying with TRIO. While each of these software systems has their place in the overall Maine market, they are built for smaller communities that are not as complex as Lisbon.

Finally, Tyler is willing to work with the Town defraying the initial licensing cost which would be due on February 3, 2016 to July 1, 2016 pushing the cost to the deployment of the system. Then the cost would fall on the anniversary of the contract date. This was a very unusual concession to make, as the vendor will only require an initial $25,000 between February 3, 2016 and July 1, 2016 to implement the software.

**VOTE (2016-16)** Councilor Metivier, seconded by Councilor Crafts moved to authorize the Town Manager to enter into an agreement with Tyler Technology for Munis Software as a Service and designate the revenue sources outlined below.

Mr. Karass said he thought the town has a very clear and consistent case that this software is needed. He said we have not only outgrown the TRIO software, but as we did our research and specifically on TRIO’s performance itself we found that we still have requests for service that have gone unaddressed since 2013. He said he couldn’t recall how many calls we have made over the past few years for services, but not only had we called once but several times on the same issue and have not successfully 100 percent been able to remediate those calls. Mr. Karass went over the steps and background taken to look for a new vendor that will perform consistently on a daily basis without constant calls for help and service. He covered current issues with TRIO’s unresponsive response to the December issue that affects our lien process. Mr. Karass explained what the current Munis Software can offer Lisbon in terms of the general ledger package, general billing, integrated human resource module, cash management, and reconciliation module. The current software does not have the tools needed to put together the yearend reports; however the Munis software does and easily so we will have more time to spend doing other important tasks.

Mrs. Barnes explained where the $25,000 would come from in the current budget as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tyler Technologies |  | General | WWTP |  |
| Munis Software |  | Fund |  | Total |
| Start up costs: $25,000 |  | $19,250.00 | $5,750.00 |  |
|  |  |  |  |  |
| Revenue Sources |  |  |  |  |
|  |  |  |  |  |
| Sewer Carry Forward (Asset Mgt.) | G-02-2060-00 |  | $5,750.00 |  |
| Grants Match | E-01-110-5227 | $5,000.00 |  |  |
| Technology-Computer Equip. | E-01-135-5405 | $4,250.00 |  |  |
| Assessing-Contracted Services | E-01-145-5215 | $5,000.00 |  |  |
| Abatements | E-08-800-5200 | $5,000.00 |  |  |
|  |  | $19,250.00 | $5,750.00 | $25,000.00 |

COUNCILOR COMMENTS: Councilor Ward asked what version they are selling right now. Mr. Karass said it would be their most current version. Councilor Ward said then that’s 11.1 and asked if the price includes all the modules, except the fixed assets. Mr. Karass said no, the fixed assets and motor vehicle are included. Later on if we are not interested in fixed assets and motor vehicle, then we will take them out, but for now we are going to look at these. Councilor Ward mentioned Lewiston stayed with TRIO for motor vehicle. Councilor Ward asked if the school’s software was school specific. Mr. Karass said although it is a Tyler Tech product, it is school specific; however with a uniform port account information could be ported right over into Munis.

Councilor Ward pointed out that Munis’s training is very compartmentalized instead of global. He said for instances, when you are talking about payroll it doesn’t include how it connects into the general ledger, etc. He said table set ups are important to how all of these pieces integrate. Mr. Karass said he understood that and would pay attention to details at transition time. He said he planned to have a second person trained to step in and take over so they understand how everything fits together.

Councilor Ward said Dashboard is critical. Mr. Karass said the good thing about Dashboard is that it can be tailored to the individual user.

Councilor Albert asked if we do decide to take this subscription, and not go with the fixed assets and motor vehicle, do we have to keep them for seven years? Mr. Karass said he planned to make a decision before things get to that point. There is an opt-out timeframe. The Munis folks will run the demo here for staff to review. He said then he would send someone to Cumberland and Falmouth to review it: one moving towards Munis and the other not, before making our final decision. Councilor Albert asked how training will be done. Mr. Karass said there are a certain number of hours for training within each module. Councilor Ward suggested we negotiate training hours not used for one module be available for another module. He said that can be a considerable savings.

Councilor Kolbe asked of the outstanding TRIO tickets listed, were those issues resolved. Mrs. Barnes said no, and that she had placed a call to the manager of TRIO, but that he has not returned her call. Councilor Kolbe asked why the 2010 issues were not followed up on. Mrs. Barnes said she didn’t know about them until now because they were issues brought up by people that no longer work here. The issues are not clear exactly what they are. Councilor Kolbe asked if a list of grievances were given TRIO to see if they can rectify them. Mrs. Barnes said no. Councilor Kolbe said she preferred to give them a list of grievances first to see if they can rectify them and then if they can’t rectify them, to move forward from there since we are already contracted with TRIO. Mrs. Barnes explained at least a couple of these calls she followed up on and that she had direct contact with them, and that they were serious issues going on, but they were putting Lisbon on the back burner. She said she was told there were calls ahead of hers. She said that after she talked to someone she knew in the organization her call was brought to the forefront, but it is very difficult to get a hold of someone there. She said she has issues with some of the outstanding situations still and wondered why they were not trying to figure out what the problem is instead of just fixing that one thing situation and then moving on to someone else. She mentioned that if we have the issue more than once they should be trying to do a fix and not just closing it.

Councilor Kolbe said she was looking for other competitors to compare this proposal to what we currently have and prices. She asked if the town had looked at others and if the Council would be getting documentation to review. Mrs. Barnes said there is no documentation, but the three companies, Northern Data which the town had previously used prior to TRIO, Munis the current proposal, and TRIO which we have now were considered. Northern Data is a Unix system and serves very few municipalities, plus that’s whom we changed from to go to TRIO. Seeing no further questions, the Chairman called for a vote.

**Order passed - Vote 6-1. (Opposed: Kolbe)**

SCHEDULE JOINT WORKSHOP WITH THE SCHOOL COMMITTEE FOR AUDIT REVIEW

INTRODUCTION: Mrs. Barnes said the auditors are ready to unveil the audit. She suggested February 23 since Superintendent Green is not available at the next meeting on Tuesday.

**VOTE (2016-17)** Councilor Metivier, seconded by Councilor Crafts moved to set a joint workshop with the School Committee for the audit review on February 23 at 7:00 PM. **Order passed - Vote 7-0.**

STANDARD OFFER ELECTRICITY CONTRACT

INTRODUCTION: The Town of Lisbon requests to solicit quotes for the standard offer electricity rates for the medium commercial accounts. The Town will be requesting quotes for fixed pricing for 1 year, 2 year, and 3 year terms for the following locations: MTM Center, Town Office/Police Dept., Public Works/Solid Waste, Waste Water Treatment Plant, Pumping Stations, and Street Lights.

**VOTE (2016-18)** Councilor Ward, seconded by Councilor Albert moved to authorize the Town Manager to obtain quotes for standard offer electricity rates and to enter into a contract for the best pricing. **Order passed - Vote 7-0.**

RESCHEDULE PUBLIC HEARING TO CHANGE VOTING LOCATIONS

INTRODUCTION: The Town Clerk's office received 300 petitions on Friday, which took priority and time away from their regular work so this public hearing did not get posted. The Council will need to reschedule the Public Hearing to February 16, 2016.

**VOTE (2016-19)** Councilor Kolbe, seconded by Councilor Metivier moved to reschedule the public hearing to change voting locations to February 16, 2016. **Order passed - Vote 7-0.**

LIBRARY MICROSCOPE & TELESCOPE BORROWING AGREEMENT

INTRODUCTION: Mrs. Nadeau presented the two policies below to cover the patron use of the Library Department’s new telescope and microscope. She indicated these policies were reviewed and approved by the Library Governing Board at their January 13, 2016 meeting.

Both policies mirror the policies adopted by the other 59 participating libraries and approved by the Cornerstones of Science Foundation. We have calculated the appropriate fees, which are fair for the patrons/citizens of Lisbon while ensuring replacement costs for lost or damaged units. This also includes the recommendation from Cynthia Randall, Executive Director of the Cornerstones of Science Foundation. We had been asked by the Town Council to seek information about a deposit fee and the information and recommendation from the Foundation is included for Council review. They recommend that we make the equipment available to all citizens of Lisbon who meet the requirements of the “Acceptable Use Policies”.

**VOTE (2016-20)** Councilor Bickford, seconded by Councilor Albert moved to adopt the Lisbon Library Microscope Borrowing Agreement and Lisbon Library Telescope Borrowing Agreement below:

LISBON LIBRARY TELESCOPE BORROWING AGREEMENT

Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s License or ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* CONDITIONS: I understand that the telescope may only be checked out by a member of the Lisbon Library in good standing, with no outstanding fines, who is 18 years or older with a valid government issued ID.
* TRANSPORT: I understand the telescope must be transported in a vehicle and secured with a seatbelt.
* RETURN: I understand that the telescope must be returned directly to the Children’s Circulation Desk and checked in with a trained librarian. It may NOT be placed in the Book Drop Return.
* LOAN PERIOD: I understand that the loan period is 7 days with NO renewal. **Late fees are $5 per day**. If the telescope is not returned within 14 days of the due date, I will be charged the full replacement cost of the telescope and accessories as outlined below.
* SAFETY: Children under 18 must be supervised by an adult when using the telescope. **CAUTION: DO NOT LOOK AT THE SUN WHILE USING THE TELESCOPE; DOING SO CAN BLIND THE USER. THE LIBRARY IS NOT RESPONSIBLE FOR ANY DAMAGE A PATRON INFLICTS UPON ONESELF.**

Initial Here:\_\_\_\_\_\_\_\_\_\_\_\_\_

* LIABILITY: I accept full responsibility for the telescope and accessories when checked out to me, including:
  + - I am liable for repair costs if the telescope is returned damaged.
    - I am liable for replacement costs (outlined below) if the telescope is lost or stolen while checked out to me.
    - Any costs incurred will be added to my library record, will constitute a debt owed to the Lisbon Library, and must be paid in full, as outlined below.

**REPLACEMENT COSTS (Total = $325)**

Telescope, finder, lens, eyepiece & S/H $275

Pouch $20

Headlamp (red & white light) $10

Laminated User Guide $10

Audobon Constellation Guide $10

Borrower Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

(Must be signed in presence of librarian checking out microscope)

The Telescope Lending Program is sponsored by Cornerstones of Science

www.cornerstonesofscience.com

**LISBON LIBRARY MICROSCOPE BORROWING AGREEMENT**

Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* CONDITIONS: I understand that the microscope may only be checked out by a member of the Lisbon Library in good standing, with no outstanding fines.
* RETURN: I understand that the microscope must be returned directly to the Children’s Circulation Desk and checked in with a trained librarian. It may NOT be placed in the Book Drop Return.
* LOAN PERIOD: I understand that the loan period is 7 days with NO renewal. **Late fees are $5 per day**. If the microscope is not returned within 14 days of the due date, I will be charged the full replacement cost of the microscope and accessories as outlined below.
* SAFETY: This scientific instrument is not a toy and contains glass microscope slide and sharp instruments. Children must be supervised by an adult while using the microscope.

Initial Here:\_\_\_\_\_\_\_\_\_\_\_\_\_

* LIABILITY: I accept full responsibility for the microscope and accessories when checked out to me, including:
  + - I am liable for repair costs if the microscope is returned damaged
    - I am liable for replacement costs (outlined below) if the microscope is lost or stolen while checked out to me
    - Any costs incurred will be added to my library record, will constitute a debt owed to the Lisbon Library, and must be paid in full

**REPLACEMENT COSTS (Total = $110)**

Microscope with slides and samples $75

Backpack $15

Micro Monsters coil-bound book $10

Greg’s Microscope coil-bound book $10

Borrower Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

(Must be signed in presence of librarian checking out microscope)

**Order passed - Vote 7-0.**

LIBRARY STAINED GLASS ART MEMORIAL

INTRODUCTION: The Library Governing Board approved 5-0 to recommend the Council review and accept the design for the Schalk Memorial glass art pieces. The Board, however, recommends that the original design be cut in half to produce two smaller 18 inch by 28 inch pieces that will be mounted into two of the small windows above the front door of the library. It had originally been set to be one large art piece to be installed right into the new skylight walls. The cost to safely mount, backlight with LED lights, and maintain such a large piece of glass is expensive and not something the Library Governing Board recommends at this time. They want tomake sure we keep the intent of the piece and honor our staff member, Mary Lou Schalk while maintaining a budget and responsibility to the Town of Lisbon. The Schalk Family agrees with the new proposal. Each piece of art will cost approximately $1,200 and an additional fee will be added to have the units attached to the window areas located at the front of the building. The gifts/donations the Friends of the Library received for the memorial will be sufficient to cover all costs.

The proposed location above our front door area will also enhance our efforts to improve our Main Street facade. This would, also, tie in well with the Economic Development’s efforts to have businesses improve their Main Street facades, too.

**VOTE (2016-21)** Councilor Metivier, seconded by Councilor Kolbe moved to approve the design for the Library Stained Glass Art Schalk memorial pieces. **Order passed - Vote 7-0.**

DOLLAR GENERAL SUMMER READING GRANT

INTRODUCTION: The Library Department is seeking Town Council permission to apply for a grant for our 2016 Summer Reading Program. Submission date is February 25, 2015 with notification date of May 12, 2016.

The Town of Lisbon now has a Dollar General store and residents are enjoying shopping there. It seems like the right time to seek their help. We would request the maximum amount of $3,000 to move forward with an expanded Summer Reading Program. $1,890 would be used to fund our very successful “Summer Intern Program” that brings a local teen into the library for seven weeks to assist with the busy programs. The grant specifies that funds must be used to help improve children’s literacy skills with books and materials. We would purchase those types of books to help our readers improve their skills while maintaining the level of fun and friendship we strive for during our 6-week summer program. We are excited about the possibility of adding another meeting day and time to convenience more readers and their families. The grant would allow us to do that while maintaining our current level of service to all patrons who visit the library.

**VOTE (2016-22)** Councilor Ward, seconded by Councilor Crafts moved to authorize the Library Department to apply for the Dollar General Summer Reading Grant for up to $3,000.00 and authorize the Town Manager to accept the funds if grant is awarded. **Order passed - Vote 7-0.**

DURHAM DISPATCH CONTRACT

INTRODUCTION: Mrs. Barnes indicated Durham had their meeting last Tuesday. Durham would like the Town Council to extend the current contract for three (3) months so the Police Chief and Fire Chief in Durham can work out the issues. She said she would come back to the Council with extension language at the next meeting. No objections were noted.

**OTHER business**

1. TOWN MANAGER’S REPORT

Mrs. Barnes said she was making some progress on personal property collections and that she had received several payments. She announced the tax bills went out again for property owners to make their second installment by March 15, 2016.

1. finance director’s report

Mr. Karass said generally through the first six months of our operations in all of our accounts in the aggregate that we are running on budget. Of note, motor vehicle revenues are almost 1% ahead at the mid-year mark. He said while it is too early to predict how much they may come in over budget we are headed into February, which is typically our busy season for registering large trailers, and once we get by February, we are hoping that we will have a repeat performance of our April, May, and June revenue take. He said if last year is any indication and if sales tax revenues coming into the state are any indication, and oil stays down, gas stays moderate, we could probably see another flurry of new car purchases this spring that will bring us in over the top of our revenues.

Mr. Karass said the state revenues that come in to us for revenue sharing are running slightly ahead of what we anticipated so we are confident that we will at least receive the $ 520,000 that we earmarked to receive this year.

Mr. Karass pointed out that as far as tax revenues, just to give the Council some perspective, not only on the revenue side, but also on the diligence that we have undertaken as far as collections:

* On December 31, 2013 we had $2.4 million dollars in cash. We had $49,855 outstanding in uncollected taxes that went back as far as 2008-2009.
* On December 31, 2014 we had $2.6 million dollars in cash. We had $53,326 outstanding in uncollected taxes that went back as far as 2008-2009.
* On December 31, 2015 we had $3.5 million dollars in cash. We had $98,870 outstanding in uncollected taxes that went back as far as 2008-2009.
* This Fiscal year we finished on December 31, 2016 with $3.7 million dollars in cash and we had $2,327 outstanding in uncollected taxes as of today.

Mr. Karass said for the Police and Fire Departments in the aggregate are on budget, but within the Police Department we will probably have to move money around to cover the overtime throughout the year. The Department to worry about the most is Public Works. That’s because they are the most susceptible department to acts of God and nature, while we could be running way ahead on budget, collecting all the revenues they receive, any one unforeseen storm could cause problems in that budget. He said they are running very thin in the Public Works budget. He pointed out the repair and parts lines were just about maxed out for the year, but they are hoping to get make it through the snow season to spring.

Mr. Karass said Public Services (Library and Parks & Recreation) to date are budgeted to bring in $246,000 spread over 38 activities. He said to date they have brought in $180,000, which is 73%. He said he was sure that they would continue go along as planned. He pointed out one large cost overrun in summer trips which exceeded everybody’s expectations as they had budgeted around $20,000 and it ended up at about $23,000 in expenditures. He said that revenues also came in well over as well which more than covered that expenditure; which speaks to the quality of the programs that folks here in Lisbon have.

**AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS - none**

**appointments**

ACCEPT EMERGENCY MANAGEMENT AGENCY (EMA) DIRECTOR RESIGNATION

**VOTE (2016-23)** Councilor Kolbe, seconded by Councilor Metivier moved to accept Keith Anoe’s resignation as Lisbon’s EMA Director.

Mrs. Barnes commended Mr. Anoe for helping us get our EOP Plan in place and thanked him for all his hard work.

**Order passed - Vote 7-0.**

APPOINT EMERGENCY MANAGEMENT AGENCY DIRECTOR

INTRODUCTION: Mrs. Barnes said she thought of Ms. Ward right away due to her involvement with our Emergency Management Agency at the Androscoggin County level so she contacted her to see if she was interested. Ms. Ward said she had a meeting recently with Keith and other ADHOC members just prior to his resignation and on that ADHOC Committee there were former Councilors and Water Commissioners and Mr. Anoe was on it as EMA Director. We wanted to put together a group of people who could move emergency operational plans forward for Lisbon, look at where they are, and where they need to be, not only as far as federal and state requirements, but where we as a town the citizens of Lisbon would like us to be. She said they had a very good discussion. Unfortunately, he has had to resign. She said she had contacted the Director of the Androscoggin United Emergency Management Agency, Joanne Potvin who gave her all the information she needed in terms of what to expect and what the work would entail. She mentioned she already had a broad view of what the position entails. She mentioned she had already completed some of the required training and is scheduled to complete additional parts of the training as well. She reported she is already the volunteer coordinator for the Emergency Response Team for Androscoggin County, which is a community response team. She mentioned she was familiar with the key individuals here in Lisbon too and looked forward to serving the citizens of Lisbon in this capacity.

**VOTE (2016-24)** Councilor Bickford, seconded by Councilor Metivier moved to appoint Lisa Ward Lisbon’s new EMA Director. **Order passed - Vote 7-0.**

2016 COMMITTEE ASSIGNMENTS

Councilor Bickford announced the following Council Liaisons for the following committees:

Administration/Library Councilors Albert and Kolbe

Public Safety Councilors Brunelle and Crafts

Public Works/Parks & Recreation Councilors Metivier, Kolbe, and Ward

School Facility Committee Councilors Metivier and Brunelle

School Committee Councilors Albert, Kolbe, Ward

Water Commissioner Councilor Bickford and Metivier

County Commissioner Councilor Ward

Commercial Revolving Loan Committee Councilor Albert

Planning Board Councilors Bickford and anyone else who wants to go

Councilor Bickford said it is the intention that these committees elect a Chairman, attend these meetings, and report back to all the Councilors on what’s happening.

**council communications**

Councilor Kolbe said to recap the School Committee’s meeting last night, they budgeted their insurance costs at 9%; this year they ended up coming in at 3% or 3/12%. Councilor Ward said this will not be known until the end of March at best. She said anywhere there were increases they were in salaries, insurance, and benefits. Councilor Ward said Superintendent Green said they are looking at a $500,000 reduction from revenue sharing. There were two positions cut last year that are in this budget proposal at least for discussion this year, which is the community relations coordinator and one other. Councilor Kolbe said it was the fourth grade teacher position but they are putting that at a lower grade due to the class sizes for P-K and Kindergarten. Councilor Ward said there is no fund balance consideration, no energy savings considered, no capital reserve use currently being considered, and there is an error in the actual presentation (fringe benefits) they plan to go back and tweak.

Councilor Metivier said there might be an error on the last page too, which shows last year’s budget at $15.4 million when it was actually $15.1 million. Councilor Ward said for now they are showing an increase of $648,000 over last year. Councilor Metivier said but if you compare their figure to what was actually budgeted it looks like almost a $1 million increase. Councilor Ward said this is highly preliminary at this point.

Councilor Albert said it’s great to see all of you are involved, thanks for pointing that number out, and it’s important that we all have our eyes on this. There is no good reason why we would not all come into this budget season with our eyes wide open on this one. We all want to work to try to make sure that this season doesn’t look like last season.

Councilor Bickford said as far as the municipal side, we are having some major reconstruction done in town which will require some matching grant money to accomplish it so we need to be put that into perspective. He indicated this was a onetime deal that the town would benefit from for years and years.

**executive session**

**VOTE (2016-26 & 27)** Councilor Metivier, seconded by Councilor Kolbe moved to go into Executive Session per 1 MRSA Section 405 (6) (A) Personnel Matters and Section 405 (6) (C) Acquisition of Real Property.

Councilor Bickford indicated there would not be a vote afterwards on these topics.

**Order passed – Vote 7-0.**

The Council Secretary was dismissed. The Council came back into regular session at 9:15 PM.

SET WORKSHOP DATE

**VOTE (2016-28a)** Councilor Bickford, seconded by Councilor Metivier moved to set a Council Workshop to discuss a retirement incentive at 7:00 PM on February 11, 2016. **Order passed – Vote 7-0.**

**ADJOURNMENT**

**VOTE (2016-28b)** Councilor Kolbe, seconded by Councilor Brunelle moved to adjourn at 9:16 PM. **Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary

Town Clerk, Lifetime CCM/MMC

Date Approved February 16, 2016