



## TOWN COUNCIL MEETING MINUTES JANUARY 19, 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 & PLEDGE TO THE FLAG.** 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; Diane Nadeau, Librarian; Donald Fellows, Planning Board Member; Scott Hall, Planning Board Member; Kathy Malloy, Assessor; Ed Karass, Finance Director; and approximately five citizens in the audience.

### GOOD NEWS AND RECOGNITION

Councilor Ward thanked the voters for passing the School Budget at the January 12 Referendum Election and putting that piece of business behind us.

Dorothy Fitzgerald commended the Lisbon Community School music participants at this year's Winter Concert. She said 109 children participated. She said Lisbon is very fortunate to have such a wonderful program in our public school system. It is a great opportunity for the children to learn and enjoy music.

Joel Alex from the Blue Ox Malthouse invited the Council and residents to attend his open house at 41 Capital Avenue on Friday from 11AM to 2PM. He explained what his new business offers. He said he was excited to move to Lisbon and indicated he was anxious to see Senator King on Friday as well.

### PUBLIC HEARINGS - NONE AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE CONSENT AGENDA

**VOTE (2016-05)** Councilor Metivier, seconded by Councilor Albert moved to approve the workshop minutes of January 5, 2016, the regular minutes of January 5, 2016, and ratified the January 12, 2016 School Budget Referendum Results. **Order passed – Vote 7-0.**

### COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

#### APPLICATION TO CHANGE VOTING LOCATIONS

**INTRODUCTION:** Mrs. Lycette indicated Superintendent Green approached her to see if the town would be interested in consolidating polling places. This application is before the Council to start that process should the Council wish to move in that direction. The Secretary of State recommended consolidation three years ago. Looks like it may be time to move in this direction now that we have a brand new handicapped accessible gymnasium at the Lisbon High School. The next step would be to schedule a public hearing to see if Lisbon's citizens are also in favor of consolidating.

This new site offers better parking, easier access, and a much larger space to use on Election Day, which means most everyone will be able to stand in line inside the building during our busiest hours between 5 PM and 8 PM during the upcoming Presidential Election on November 1. She said if all goes well, with everyone's approval along the way, we should be able to hold our June Primary at this new location.

Mrs. Lycette said we anticipate substantial savings for smaller elections, like the School's Budget Validation Referendums which would not require as much personnel if consolidated. The busier elections, not so much; however, we may benefit from only having to transport election materials to and from one location.

**VOTE (2016-06)** Councilor Metivier, seconded by Councilor Crafts moved to schedule a public hearing for February 2, 2016. **Order passed – Vote 7-0.**

### SET PUBLIC HEARING DATE FOR 2016 CDBG MICRO-ENTERPRISE ASSISTANCE

**INTRODUCTION:** On January 1, 2016 the Town of Lisbon submitted a letter of intent for a Community Block Grant Micro-Enterprise Assistance Program or Façade Grant in the amount of \$150,000. Because of the hard work and dedication of the Route 196 Master Planning Committee to make improvements along the Route 196 corridor and downtowns, Lisbon has received an invitation to submit a complete CDBG Micro-Enterprise Grant Application.

The Route 196 Master Planning Committee and staff recommended the Council schedule a public hearing for March 1, 2016 to hear comments from the public, obtain Council's approval, and submit the completed grant application by the 4:00 PM deadline on March 24, 2016.

**VOTE (2016-07)** Councilor Kolbe, seconded by Councilor Albert moved to approve a public hearing for the 2016 CDBG Micro-Enterprise Grant Application to be held on Tuesday, March 1, 2016 for comments, approval, and submittal of the completed grant application. **Order passed – Vote 7-0.**

### 2016 MUNICIPAL BUDGET SCHEDULE

**INTRODUCTION:** Mrs. Barnes presented the following budget schedule for review and approval.

March 1, 2016	Council Meeting – School Budget Presentation to Council
March 15, 2016	Council Meeting – Municipal Budget Presentation
March 22, 2016	Council Budget Workshop – Library, Police, Fire
March 29, 2016	Council Budget Workshop – Public Works, Solid Waste, Wastewater
April 5, 2016	Council Meeting – Parks & Recreation
April 12, 2016	Council Budget Workshop – Finance/Tax, Town Clerk, Town Manager, Codes, Assessing, Economic Development, and Presentation of Capital Plan
April 19, 2016	Council Meeting
April 26, 2016	Council Budget Workshop - <i>If Needed</i>
April 28, 2016	Planning Board Meeting – Presentation of Capital Improvement Plan to Planning Board
May 3, 2016	Council Meeting
May 9, 2016	School Committee Meeting – Adopt School Budget
May 10, 2016	Special Council Meeting – School Budget Public hearing at LCS
May 17, 2016	Council Meeting – Adopt School Budget, Council Recommendation on School Budget for ballot, Approve Warrant
June 7, 2016	Council Meeting – Public hearing on Municipal Budget at Town Hall
June 14, 2016	School Budget Validation Referendum & State Primary Election
June 21, 2016	Council Meeting – Adopt Municipal Budget

**VOTE (2016-08)** Councilor Ward, seconded by Councilor Metivier moved to approve the 2016-2017 Municipal Budget Schedule. **Order passed – Vote 7-0.**

### 2016 WELLNESS GRANT

**INTRODUCTION:** One of the benefits afforded to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. “The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award application for 2016 is an amount of \$1,680. Mrs. Barnes suggested the Council approve applying for and accepting MMEHT wellness funds.

**VOTE (2016-09)** Councilor Albert, seconded by Councilor Crafts moved the authorization to apply and accept funds from the Maine Municipal Employees Health Trust 2016 Wellness Grant in the amount of \$1,680. **Order passed – Vote 7-0.**

## PURCHASING POLICY AMENDMENT

INTRODUCTION: Mrs. Barnes explained the policy which offset taxes owed by the vendor by amounts the vendor owes the Town of Lisbon. She indicated if a vendor owes us money for taxes, sewer/water, or any other outstanding debt then the money for the project will go to the debt until paid in full. The amendment to the purchasing policy would be as follows:

Bidders or vendors may be disqualified from bidding on contracts with the Town or providing products or services to the Town if the bidder or vendor is delinquent with tax payments and/or other debts or liabilities the Town, quasi-governmental agencies affiliated with the Town such as the Water Department, or the Town's Revolving Loan programs. The Town shall require bidders and vendors to make payment in full, or to enter into payment arrangements satisfactory to the Town Manager, before considering any bid or quote from a delinquent bidder or vendor. Vendors and bidders will be informed that a condition of doing business with the Town is that any monies owed for taxes, water/sewer, fines, general billing, debts, etc., will be withheld from any payments made to the vendor through the AP process.

Any vendor, who currently does business with the Town of Lisbon and has a delinquent tax or other liability with the Town, will have their payments for goods and services offset by amounts that the vendor owes to the Town of Lisbon.

**VOTE (2016-10)** Councilor Metivier, seconded by Councilor Crafts moved to adopt the Purchasing Policy Amendment as follows:

Bidders or vendors may be disqualified from bidding on contracts with the Town or providing products or services to the Town if the bidder or vendor is delinquent with tax payments and/or other debts or liabilities the Town, quasi-governmental agencies affiliated with the Town such as the Water Department, or the Town's Revolving Loan programs. The Town shall require bidders and vendors to make payment in full, or to enter into payment arrangements satisfactory to the Town Manager, before considering any bid or quote from a delinquent bidder or vendor. Vendors and bidders will be informed that a condition of doing business with the Town is that any monies owed for taxes, water/sewer, fines, general billing, debts, etc., will be withheld from any payments made to the vendor through the AP process.

Any vendor, who currently does business with the Town of Lisbon and has a delinquent tax or other liability with the Town, will have their payments for goods and services offset by amounts that the vendor owes to the Town of Lisbon.

**Order passed – Vote 7-0.**

## OTHER BUSINESS

### A. TOWN MANAGER'S REPORT

Mrs. Barnes reported the seven-sewer foreclosures on the books were given an additional seven days to redeem their property. She said that all had paid in full to date. She said she was holding a department head meeting on Wednesday at 2:00 PM.

### B. DEPARTMENT HEAD ORAL REPORTS

#### ASSESSING DEPARTMENT

Mrs. Malloy reported for the month of December 43 deeds were processed for a total of 149 deeds processed since April 1, 2015. Five tree growth accounts will be receiving letters reminding them that they must submit an updated harvest and management plan this year. In order to stay in the tree growth program their harvest and management

plans must be recertified by a professional licensed forester every ten years. We continue to receive the usual inquiries from taxpayers, appraisers, realtors, and title companies. She indicated she spent a day at Bill Van Tuinen's office in Madison for training on Trio's sketch program and some of the other features that Lisbon will be utilizing this year. She mentioned she was reviewing the new 121-page cost schedule and assessing manual provided by Mr. Van Tuinen's office. As of December 30 she had reviewed 600 pages of the new property record cards, only 3,400 more to go. She reported pickup work is ongoing and that they were adding new property. New valuation letters should be going out in February, which should weed out any problems early. She indicated a representative from the Maine Revenue office would be in to review all of our commitment paperwork next week.

### LIBRARY DEPARTMENT

Mrs. Nadeau said circulation statistics remained about the same despite how busy our patrons were with the holidays and the 3 business days that they were closed. Patrons continued to request Inter-Library loan materials that included audio book sets, college research materials, and books that complete their series patrons are enjoying.

Mrs. Nadeau reported they hosted several children's programs throughout the month of December. The Library Department was pleased to be one of the Town's Giving Tree locations. Lisbon Citizens continued to rely on the patron use computers for their on-line shopping, government forms, and social media needs.

Mrs. Nadeau indicated the Children's Department was busy with a variety of seasonal programs in December. Their Main Street Holiday Parade included 27 children, their parents, Library staff, and Lisbon Police Officer, Glenn Darby. They visited and delivered bags of cookies to Bonneau's Sausage Kitchen, Hairs Too You Salon, Downeast Energy, Beauty Box Salon, Tangles Salon, Eastcraft Consignment Shop, Mike's Flooring and the Canton Pearl Restaurant.

Mrs. Nadeau mentioned the new Children's Chess Club which started in December. Parents and children had requested this program since the local schools only offer programs for the older students. 32 children and their parents took part in two Library Chess Club programs. Our LEGO Engineers' also had a great time constructing their Star Wars creations last month. Beginning in January the children will be challenged to work in teams of two and given a specific item to build. This should be fun and adds a lesson in cooperation and teamwork to the program. Their 'Baby Playtime' program continued to meet every Tuesday morning. Lisbon families with toddlers and babies continue to enjoy an hour of playtime while the parents exchange ideas, browse for books, and spend time with family and friends.

Mrs. Nadeau explained the Lisbon High School Librarian and she collaborated together with eight high school students who read Christmas and holiday stories to a room filled with young patrons. The new children's books were then donated to the Lisbon Library Department. It was a very generous gift and she thanked the students of the Lisbon Library Club. She said they plan to do other programs that will bring high school students to the library on a regular basis.

Mrs. Nadeau thanked the Council for updating their collection, furniture, and building. The Library building and garden are holding up well this winter. The Friends of the Library have generously donated the funds to hire Thatcher Plourde to shovel all walkways. She indicated they were looking forward to the brickwork repairs scheduled for spring. She explained patrons have been asking for private work/study desks for a long time and reported the Friends of the Library recently donated funds to purchase three study carrels and patrons are pleased with the changes. She mentioned they still offer conference space for meetings too.

Mrs. Nadeau said the Library Board is set to review the new 'Lisbon Library Telescope & Microscope Borrowing Policy' at their January 2016 meeting. That document and the information requested will be ready for Council's review in February.

### C. DEPARTMENT HEAD WRITTEN REPORTS

Councilor Albert asked when the audit would be completed. Mrs. Barnes indicated it would be finished by January 31. She explained they had two documents, but that they must be released at the same time. She indicated there would be a presentation to the Council and that the School Committee would be invited.

Councilor Ward asked Mr. Karass a financial question. Mr. Karass said he would like to put that answer off until the next meeting, but at this point there is nothing alarming. He asked the Council what most interests them beyond the budget. He asked if they would be interested in cash, status of the receivables, or segmented reports with various indicators other than just budget to actual. He said there is more to the town's finances than just how much you have taken in and spent. That alone would not even address what's happening on the town's balance sheet, which is as critical as anything else is.

### **AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS**

Donald Fellows announced their upcoming public workshop scheduled on Thursday, January 28 to discuss zoning amendments for the upcoming year facilitated by Amanda Bunker. This is a follow up to the Master Plan. They plan to discuss areas near the Railroad Tavern, Campus Commons, Lisbon Center, and Lisbon Village for possible development and zoning needs. He mentioned he is interested in what everyone else thinks.

Dorothy Fitzgerald pointed out the Finance Committee's last set of minutes published on the town's website was in March 2015 and that they have not met since. She asked the Council to invite the Finance Committee to the table during budget deliberations. Councilor Bickford reported the Finance Committee had been done away with last year and it is no longer in existence. He asked the Town Clerk to remove those Committee Members and information from the website. Mrs. Fitzgerald said this should be sometime the town reconsiders.

Natalie Thompson reported the sidewalks from the high school to downtown Lisbon Falls were not plowed in time for the students to use them to get to school on snow days, which is a safety concern because they have to walk in the road. Mrs. Barnes offered to look into this.

### **APPOINTMENTS – NONE COUNCIL COMMUNICATIONS**

Councilor Ward announced our new winter festival event from 9:00 AM to 1:00 PM at Beaver Park on Saturday. He suggested volunteers contact Fern Larochelle. He said it looks like a pretty cool event and something nice to enjoy with the family.

Councilor Ward mentioned the "stuff the truck" food drive going on Sunday from 12:00 PM to 3:00 PM. If the event is cancelled due to snow, Traci Austin will let everyone know by Friday and then it will happen on the following Sunday.

Councilor Albert said he looked into why the walking path is not plowed during the winter. He said there is some confusion out there about this, but we do not ever want to go out there to plow that path, the snow-chiefs have taken over by grooming that trail so snowmobilers can use it. It is best to leave that as is so we do not damage the path and shorten its life because we all enjoy using it in the spring, summer, and fall months. He said we have been so lucky this year to be using it until December because it has been so warm.

Councilor Albert announced the Father/Daughter Dance February 13 this year at the MTM Center and said it's a great event.

Councilor Bickford said the City of Lewiston just looked into this as well, talking about the walking path, we need to address hover boards and insurance. He said that even if we do not do anything with it, we need to bring it to everyone's attention.

### **COMPUTER SOFTWARE SYSTEM (Item added without objection)**

Councilor Bickford said Mr. Karass indicated the town needs a new computer system and invited Mr. Karass to the lectern to explain. Mr. Karass explained Lisbon is crumbling with the system it has every day although Mrs. Malloy in assessing, who uses it for only one thing, is doing nicely with it. Trio has a very good assessing and code enforcement program. However, once everything leaves assessing and comes over to live government the system is beginning to degrade more and more every day. He said he spends more time trying to figure out what is going on

with the system and right now the issue is that something just disappeared off the map in Trio that effects our budget for this next year and will affect how we present our budget looking back to 2015 and moving forward to 2016 and no one really knows how to fix it at Trio.

Mr. Karass reported he and the Town Manager had an opportunity to sit through a presentation on January 4 with representatives from Munis to look at their system to make sure it would meet our requirements for tax administration. He said the nice thing about Munis is everything is available quickly in one place so it could give us a complete profile on each citizen. The Trio system does not have a fixed asset system. We don't have a good handle on our infrastructure. The nice thing about the Munis tax program is that it has a nice bridge program from assessing to tax and can be used in conjunction with a GIS system if we choose. He mentioned Mrs. Durisko spends a lot of time on payroll and this has a better payroll package for the town. The current system is inadequate for multi-tasking needs. He mentioned that even hiring another individual would not resolve that situation.

Mr. Karass suggested the Council consider switching over to Munis's financial package and cash receipting as of July 1, 2016. It is about a 100-day implementation period and would not be workable in the middle of the fiscal year. He indicated this would be two years away from implementation if the Council did not jump on this now. He said this is really a critical need for the town. The projected cost would be approximately \$80,000.

Councilor Metivier said this is a good idea. Mr. Karass has done a wonderful job with the tools he has, but we can only imagine how much better he could do if he was given what he needs to do the job. He said being self-employed time is money and you are losing time running around trying to fix stuff and that can cost a lot of money over time. He said in time this will pay for itself and a worthwhile investment for the town.

Councilor Ward said they use Munis in Lewiston. He asked Mr. Karass whether he was looking for a green light for everything or would he be phasing in. Mr. Karass mentioned he would be green lighting the general ledger and payroll, which are the two highest priorities and then tax administration which is a critical piece, all of which need to be ready on July 1. Councilor Ward said those are reasonable and agreed with Mr. Karass. He said although the infrastructure is a nice piece there is a considerable amount of leg work needed to get that inventory into it. He asked how much it would cost up front. Mr. Karass said approximately \$24,000 between now and implementation, which includes one scanner for the cash drawer.

Councilor Albert asked what is Trio's support hours for a frame of reference. Mrs. Barnes said 8:30 AM to 5:00 PM Monday through Friday. Mr. Karass said Munis's hours are 8:00 AM to 9:00 PM Monday through Friday and on call on the weekends. Councilor Albert said Munis is located in Falmouth and Trio is located in Bangor so Munis could be here pretty quickly being right down the road here.

Mrs. Barnes said we are on the phone weekly with problems. The last call for support she indicated she was on the phone 29 minutes before she finally hung up. She reported she waited an hour and then called again and was put on hold 10 more minutes before someone helped. She explained that Trio wasn't designed for a town this size with all the transactions we have and we are part of the school so we have all that revenue, along with the sewer and tax bills. She explained we are taxing this system.

Councilor Kolbe asked how long this has been going on. Mrs. Barnes said she noticed more of this since she has become more involved with liens and foreclosures.

Councilor Brunelle indicated the Water Department was having trouble with Trio as well. Councilor Ward asked if other partners would be interested in exploring this with us. Mr. Karass said that's a question for the Water Commissioner down there. He said they would be the perfect partner. Mrs. Barnes said we would have to purchase the utility package which includes the water and if they decide to join us they could just become a user and not have to go out and buy the software. They could pay half of what we paid for the utility package to upgrade. Councilor Albert asked that Munis be aware of that should this come up in the future. Councilor Bickford said he would like to discuss it with the Chairman of the Water Commission.

Councilor Ward asked what the next step is. Mr. Karass said he needed Council's permission to make an agreement with Tyler Technologies to get going in February, with the understanding that he will bring a contract to the Council next week, have it reviewed by the town attorney, and place it on the agenda for February 2. Mrs. Barnes said the

Council will need to vote on this at the next meeting. Councilor Ward asked the Town Manager to show the Council where the \$24,000 will come from in this year's budget, also.

Councilor Albert said that this software can grow with us and if the School joins in, then we will all be on the same page. Councilor Ward commented, one basket of goods.

Councilor Ward asked about the other town needs, how that works into the Capital Plan, and how the Planning Board fits into this process. Mrs. Barnes said anything absolutely necessary for this year will go into the capital improvement plan and will be included into the budget as well. Mr. Fellows explained the Planning Board reviews this document to ensure infrastructure changes match with the comprehensive plan.

## **EXECUTIVE SESSION - NONE**

## **ADJOURNMENT**

**VOTE (2016-11)** Councilor Kolbe, seconded by Councilor Crafts moved to adjourn at 8:32 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