



**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.

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