



**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 cross 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.