



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
JANUARY 10, 2017**

Dale Crafts, At Large 2017
Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019

CALL TO ORDER. The Chairman, Allen Ward, called the meeting to order at 7:00 PM and waived the pledge of allegiance to the flag.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Crafts, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Lydia Colston, Finance Director; Dennis Douglass, CEO/Health Officer; Sean Galipeau, Fire Chief; Marc Hagan, Police Chief; Ryan Leighton, Public Works Director; Kathy Malloy, Assessor; Diane Nadeau, Librarian; Tracey Steuber, Economic & Community Development Director; Mark Stevens, Parks & Recreation Department; along with others from the public totaling approximately 15 citizens in the audience.

SALARY SURVEY

Item Taken Out Of Order (towards the end of meeting)

Mrs. Barnes indicated last year employees received a 2% raise, which will be the starting point this year. She explained the impact to the increase in minimum wage and the increase this will have on Mr. Steven's Department because he hires a lot of temporary employees who start at minimum wage.

Councilor Lunt asked what was the Town Manager's basis for starting with the 2% increase in salaries this year. Larry Fillmore communicated the Federal cost of living average has been below 2% for the past 5 years as determined by the consumer price index for urban wage earners and clerical workers. Mr. Fillmore stated that if Lisbon has been paying 2% for the past five years and the cost of living average has been under 2%, then the town should not keep doing this, especially if our revenues are not going up. Councilor Ward indicated increases have been sustainable and have not been bankrupting the town. Councilor Ward pointed out that Lisbon has not been historically giving employees a 2% cost of living increase every year.

Councilor Albert explained that 2% would be the Council's leaping off point, but no more than that, and that the Council will see where it needs to be for this year. Councilor Ward pointed out that the school's cost of living increase in some regards should be consistent with the municipal side. Mrs. Colston indicated that she will be meeting on a regular basis with the School Department's bookkeeper, Ms. McCrater, to improve communications keeping an open dialogue between the town and school going forward this year.

Councilor Ward asked if there were any glaring discrepancies between the survey and department salaries, besides the Wastewater Treatment Plant. Mrs. Barnes mentioned the Assessing Department needs reviewing. Councilor Kolbe said she would like to see the salary survey results for just Androscoggin County as a whole to compare with Lisbon. Councilor Ward pointed out there will be differences between duties, level of supervision, and job descriptions all the way around so the numbers in this MMA Survey are highly subjective. Councilor Ward explained that the survey could be used though to see what needs to be addressed.

MINIMUM WAGE INCREASE

This was discussed under the salary survey above.

DEPARTMENT'S BUDGET NEEDS

Item Taken Out Of Order (towards the beginning of meeting)

Councilor Ward thanked the Department Heads for being present tonight. He mentioned this information tonight will make the Council better-prepared going into the budget season because they need to know what all the department's long-term needs are before moving forward.

ASSESSING

Mrs. Malloy indicated she would be requesting \$200 more in the printing line in the Assessing Department for new stock and filing hangers. She reported issues with storage and said Lisbon's Commitment Books should be in the vault, but there is no room in the vault for them. She said the tax maps, by statute, have to be kept and those should be in the vault, too. She indicated she supported the mobile filing system being recommended for the vault by the Town Clerk's office and indicated her department would take advantage of the new space created when installed. She reported for long-term needs, they need a part-time 20-hour a week person to help in Assessing and Codes.

CODES

Mr. Douglass indicated the Codes budget would not change and that he didn't need any capital items this year.

PARKS & RECREATION

Mr. Stevens reported his budget would not change a lot. He said their long-term goal is to redo the playground. He indicated this summer they plan to fix the fence in Miller Park and this spring they plan to resurface the tennis courts. He reported the impact on minimum wage will affect the \$7.50 an hour employees and others up the chain. He proposed everyone be bumped \$1.50 accordingly up the chain so that those already at \$9 with several years of experience in service will not fall behind. Councilor Albert mentioned this increase most likely would be absorbed within each of the programs by increases to fees. Councilor Kolbe talked again about adding the difference incrementally across the board to those affected. Councilor Lunt requested a new estimate once the same increases were applied to all. Councilor Albert suggested we do more for those employees who have been here longer. Councilor Ward agreed with adding \$1.50 per hour to all employees affected by the minimum wage increase and to report back to the Council on what that number is.

LIBRARY

Mrs. Nadeau said their goal is to transition into the Maine Info Net System, which is a statewide program. She said this process will start mid-February and be completed by mid-May. There is no budgetary impact because the fee we pay now for the Mandarin System will be the same fee for the Maine Info Net System. Residents will now be able to order materials from phones, iPads, or computers. It's a three-day turnaround time so if you order something on Monday, it should be here on Wednesday. All 37,000 items in the Library will need a 14-digit bar code, which they will be working on. They would like to expand their summer reading program, add an adult coloring program for seniors, and help with tax preparations. They will be requesting additional hours for part-time staff this year. She said there is nothing in the near future for capital improvements because they are in good shape now. She said there may be a possible equity issue to talk about with the new minimum wage increase.

ECONOMIC & COMMUNITY DEVELOPMENT

Ms. Steuber said her goal will be to work with Council on the continuation of TIFs to fund the department as well as other eligible projects. One ends in 2018, which could be extended for another five years. Currently there is a Credit Enhancement Agreement; however, that will end as well in 2018. She indicated that the credit enhancement agreement would not be extended, as the term of life will expire in 2018. She said there is a lot going on. She reported limited time to work on the Moxie Festival and recommended a part-time position to help. It's extremely hard to find volunteers. She said when she started the staff here was helping. It's a yearlong planning event requiring logistics, fundraising, disseminating information, all of which take place at the same time we are administering grants for this department. Grants are very important and require our time, too.

Mrs. Barnes suggested the addition of one staff position 20 hours a week to help with all three departments (Assessing, Codes, and Economic Development). Councilor Kolbe asked about getting students to help. Councilor

Crafts asked how much the additional staff might cost. Councilor Albert said he would like to see the Economic & Community Development Department doing well, working smarter, but just how do we do that. Councilor Crafts asked if Lisbon could grow the parade, get better sponsors, and focus on bringing in additional revenue to pay for the staff needed. Ms. Steuber indicated operating costs are around \$25,000 to \$30,000. Councilor Albert suggested seasonal staff be hired as the festival ramps up, identifying the time frame needed, and with planning in place the final folks would accomplish it, because it can be overwhelming for volunteers. Ms. Steuber reported the festival typically breaks even, but currently it is making a little bit of revenue.

Ross Cunningham explained prior efforts to bring in a professional to run the festival like the City of Bath. Councilor Albert said that may be worth looking into to see what it would look like to go in another direction. Councilor Crafts pointed out that there is a lot of potential here and suggested the Council explore hiring a professional event planner again. Councilor Kolbe said they could use more money for fireworks, which brings more people to the festival the next day. She said extra funds are needed to promote this event as well.

Ms. Steuber said businesses are being tapped out because everyone is asking for funds from the same businesses. She said Lisbon needs to think in terms of looking outside the community for resources. She said Lisbon needs to continue its work on marketing and branding.

FIRE

Chief Galipeau indicated there would be SCBA upgrades in the budget this year, but that equipment is sitting well, except for the apparatus. He talked about the two vintage fire stations and the need for addressing building issues, the possibility of building on the current site, and/or perhaps building a new central fire station that's centrally located. He reported maintenance on the current buildings would provide another 20 years of service if Lisbon takes care of them, but in either of the above scenarios service would not change.

Chief Galipeau said replacement trucks should be on the table, but right now there are other priorities town-wide up for consideration. Truck refurbishment is doable and could buy Lisbon some time. The truck replacement account doesn't have the funds necessary right now for replacement. He indicated there were enough funds in the truck replacement account for refurbishment. Engine 2 is taking the place of the tanker and if we fix Engine 7 we should be able to meet our needs. However, the question is whether it's worth buying two trucks at the same time to save money and get a better rate.

Councilor Ward said he would like to talk about training initiatives to help get more volunteers involved. Chief Galipeau said a lot has to do with them taking the Firefighter-I and Firefighter-II classes. He said he thought the per-hour change in pay would help, but it didn't. Volunteerism is down nationwide. It is a good hobby if you want to get out of the house. He said we may have to expand per diem hours to maintain stations more, as well.

POLICE

Chief Hagan said he had three concerns. The Radio System upgrade, Cruiser Replacements, plus adding the Lieutenant Position back into the budget.

1) Radio System Upgrade: He said there are numerous complaints about officers not being able to reach dispatch centers, which is a safety concern for officers. The repeater installed on the pole on Route 9 is inadequate and lacks quality filters. It's not at normal power even. Another problem is talking over others. He suggested Lisbon purchase public safety grade equipment and relocate that to the Town Office site. The lower location would minimize interference, but cost \$34,000.

2) Two (2) Cruisers: He reported the 2013 cruiser had 86,000 miles on it and the 2014 75,000 miles on it. They are driven daily and these are hard miles, because we respond to emergencies at high speeds, which can be a safety concern. The old policy was 60 miles per shift; however, that policy has been lifted and cruisers are patrolling the whole area in town. The risk is that maintenance on these vehicles will now increase, but we need to make sure we get coverage and services we pay for. He indicated we just received a cruiser this year so 2 cars should be in the next budget. He said for now they would try to keep up with the, one car one year and 2 cars next year, replacement plan.

3) Lieutenant Position: Chief Hagan requested the Lieutenant position be put back into the budget. He indicated they have been trying to find ways to be more efficient with not having a second in command, but it is simply not

efficient. Lisbon needs this position to handle internal investigations on an administrative level. Typically, a Police Chief would not be involved at the investigation level. Lisbon needs someone to monitor daily activities as well and right now there is no other supervisor to handle this. He indicated stepping everyone up and filling one additional position would be requested and work well.

Chief Hagan reported reserve officers are hard to find. It is tough to be a law enforcement officer right now and hard to find or replace them. He said the School Resource Officer (SRO) position is great for schools, but not for departments. You want experienced officers at schools so you typically end up losing your senior officers. Councilor Ward asked how it has been working out with only one SRO now. Chief Hagan indicated it is hard to make everyone happy when you are moving around a lot. He mentioned they were starting to recruit officers at the college level. He explained how long it takes to get an officer through the program and onto the street. It can take sometimes a whole year to get someone up and running.

PUBLIC WORKS/SEWER/TRANSFER STATION/ TECHNOLOGY/BUILDING MAINTENANCE

Mr. Leighton said he didn't know where to start. There is a lot that needs to be covered from equipment and building needs to infrastructure needs. He reported his department took a beating on social media after the last storm. His department is down a truck so everyone is covering extra miles to get the same amount of work done. The parts needed to fix the truck are back ordered. Salt has been an issue. The supplier has not been able to deliver, but AVCOG is addressing this. The salt shed cannot hold the whole year's worth of salt so it is ordered as needed throughout the season. Our sidewalk equipment needs to be replaced. It has been difficult to fill that position. Councilor Ward asked about privatizing this work. Mr. Leighton said he was not sure there was anyone out there that does this work.

Mr. Leighton reported his crew was able to keep up with road maintenance projects this year, but not much else. Councilor Ward said that's money well spent since roads were what residents wanted done. Councilor Albert said that privatizing sidewalks would free up the crew for other jobs. Mr. Leighton said painting took a back seat last year and now only the bare minimum is painted. He said his department handles all the maintenance for all of the town's buildings. The town hall needs painting, there are cracks in the corners to repair, and a few walls need repairing, like the one that is bowing out in his office. ET Smith Hose needs a new floor. Storage space is needed for the sweeper. He reported they also need to replace the underground diesel fuel tank and relocate it. He mentioned they needed a fuel management system as well to track usage and for billing.

Mr. Leighton said staffing at the Solid Waste facility is at bare bones now. There are complaints about not being open late and not open enough days. He said he was not sure what the right mix is. Additional part-time hours are needed. It would be helpful to have a scale house with a full time attendant. This would increase revenues while monitoring who is dumping.

Mr. Leighton said the Council will be holding a Sewer Workshop in a few weeks to discuss the Main Street project and sewer pickup truck needs.

Mr. Leighton said the town's hardware is in a good spot, but the server software needs to be upgraded, along with the Microsoft Office suite. Annual costs for Office 365 subscriptions alone are around \$2,500 a year, and that includes the Police Department. One issue is that the new software won't talk to the old software so the town would need to upgrade some of these things at the same time. Councilor Albert asked about disaster recovery whether we test the system once a year to see if it works so that we know it works.

Mr. Leighton pointed out there are parking issues at our boat launch on Frost Hill. Mr. Stevens reported the high school has some parking available with easy access to the trail, plus there are around 20 parking spots behind Enterprise Electric on Capital Avenue. Councilor Albert pointed out the Lisbon Community School parking lot seems a little remote being so far away from the Androscoggin River section and starts out in a wooded part of the trail.

FINANCE

Mrs. Colston indicated there were no capital items needed in Finance this year. They do need additional staffing though. She indicated she is so busy handling the day-to-day operations during the workweek (answering auditor's questions and front office questions) that to get the Finance Director stuff done it requires her to work more than 40 hours. She said we are in a good position to do great things. She is working with a lot of the departments and now

is a good time to pursue more grant opportunities. She said a lot of employees are going above and beyond here for Lisbon. She said MUNIS is moving forward. The tentative live date is March 1, 2017, but payroll will be pushed off until 2018. Motor vehicle will stick with TRIO for the time being. There are lots of reporting features with MUNIS and it's all very readable. Councilor Ward pointed out we will be able to build a budget in the computer. Mrs. Colston pointed out that we will be running these simultaneously for a while.

CAPITAL IMPROVEMENT NEEDS

These items were addressed throughout the department discussions above.

ADJOURNMENT

Seeing no further business, the Chairman adjourned the meeting at 9:30 PM.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: February 7, 2017