



## **TOWN COUNCIL WORKSHOP MEETING MINUTES APRIL 12, 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, Albert, Kolbe, and Ward. Crafts was excused. Also present were Diane Barnes, Town Manager; Ed Karass, Finance Director; David Brooks, Police Chief; Dennis Douglass, CEO; Kathy Malloy, Assessor; Ryan Leighton, Public Works Director; Tracey Steuber, Economic & Community Development Director; Traci Austin, School Committee Chairman; Kathi Yergin, School Committee member; Donald Fellows, Planning Board Member; Scott Hall, Planning Board Member; and approximately five citizens in the audience.

### **SCHOOL CAPITAL IMPROVEMENT PLAN**

Traci Austin presented the School's Capital Improvement Plan. She indicated the School Committee adopted the 5-year Buildings, Grounds, Equipment, and Technology Plan last night (See attached). Their plan includes items exceeding \$10,000 or more and any equipment purchases to be bonded or budgeted for more than one fiscal year. She indicated their capital reserve funds are restricted and can be used for maintenance of plant and minor remodeling, but not for additions or new construction. Typically, items approved by the School Committee are then submitted to the Council. She explained the School Committee requests the Council's permission to use these funds as needed. As members leave and new School Committee members can see the history that's included in the handouts. This document explains what things were done in what year. A description of the work and year completed are check marked, along with the items requiring attention bulleted, so you can see they have made a lot of progress over the years.

Identified priorities at Central Office:

- Maintain existing facilities and make repairs as needed
- Renovations to support the start-up of a Special Purpose School
  - Create walls defining spaces
  - Create a quiet room
  - School Committee will be voting next week
  - Meets the needs of our community and local area
  - District wide we will utilize the services of a
    - School Physiologist
    - OTPT - Behavioral Therapist
    - Social Worker
    - Speech Therapy
- Completing the siding on the back of the building
- Monitoring the roof for leaks are areas that will be part of the five-year plan

Lisbon Community School:

- Continue to maintain existing facilities and make repairs as needed
  - Replace the water valves under the sinks in the Kindergarten wing
  - Solved Water Quality Issues -Installed water softener in 2012
- Replace classroom carpets with tile
- Install additional security cameras and recording equipment to monitor the Lisbon Community School
  - Have some, but would be adding more locations

- Monitoring the roof shingles as a result of the significant wear they were showing since 2012 from inadequate ventilation are areas that will be part of the five year plan

Philip W. Sugg Middle School:

- Continue to maintain existing facilities and make repairs as needed
- Install additional security cameras and recording equipment to monitor the Philip W. Sugg Middle School
  - Have some, but adding more locations
- Replace the individual heating units and windows at P.W.S. are areas that will be part of the five year plan
  - These are older and will need to do over time to make them more efficient

Lisbon High School Major Capital Improvements:

- Continue to maintain existing facilities and make repairs as needed
- Install additional security cameras and recording equipment to monitor the Lisbon High School
  - Have some, but adding more locations
- Refurbish Bathrooms
  - Replace Stalls, Tile, Sinks, valves, and do them as we go
- Develop plans for converting the “old” LHS gymnasium into a Community Performing Arts Center
  - Looking for grants to accomplished this
  - Community Members want the School to Start a Donation Fund
  - Don’t have to move scenery for basketball, etc.
  - Chair are set up permanently, which is very helpful
- Develop plans to utilize LHS Gymnasium as an Emergency Shelter
  - Working with the task force and there have been a few meetings
  - Councilor Ward said this should fall under the general CIP not solely under the School
- The Development of a Lifecycle/Preventive Maintenance Funding Plan to repair and ultimately refinish the gym floor will be part of the five year plan
  - Floor needs to be replaced – avoiding neglect

Grounds Including Practice/Playing Field Renovations:

- Install additional security cameras and recording equipment
  - Have some, but adding more locations
- Create better access to the trail system
  - Should take much money but its identified as a need
- Repair structures and improve drainage/erosion issues at the Softball fields
- Repairing existing fencing will be part of the five year plan
  - This is expensive so it will take a special request

The Track:

- The development of a Lifecycle/Preventive Maintenance Funding Plan to repair ad ultimately refinish and paint the track will be a part of the five year plan
  - This covers the paint and resurfacing that was provided to the school when the track was installed so this is maintenance

Soccer:

- Organization and cleanup behind the soccer field will be part of the five year plan
  - This area can be developed and turned into another usable field if needed

Equipment:

- Continue replacing existing equipment as needed
- A cycle for replacing our existing equipment will be developed and monitored prior to the development of a new budget

Vehicles:

The purchase of passenger vans has significantly decreased the transportation cost for conferences, athletics, late bus and other district related travel expenses. A replacement cycle was started in 2014-2015

- Continue replacing existing vehicles as needed and monitor the replacement cycle prior to the development of a new budget
- Continue replacing old buses funded through a state reimbursed three-year lease purchase agreement. A proposal for the purchase of one handicap accessible and one new trip bus will be included in the 2016-2017 budget
  - That will result in a \$3,247 decrease due to leases coming off the books and adding on these two

Storage (District Wide): Over the last three years there has been an increasing need for general storage. Due to the addition of the Adult Ed, Gartley Street Programs at Central Office, the majority of the district wide storage areas are no longer available.

- Options to access the space above the Maintenance Garage will be part of the five year plan

#### Asphalt Driveways:

- Repair the asphalt driveways at LHS and PWS or possibly more driveways in consideration of traffic circulation based on any design changes
  - It flows very well now that the parking lot has been done
- Pave the lot by the tennis courts to create additional parking
  - Understand this is on other lists to be done as well
- Pave the driveway down to the football field to control erosion
- Develop a Lifecycle/Preventive Maintenance Funding Plan to repair all district wide driveways will be part of the five year plan

#### Technology:

- Monitor the wireless networks at each of the buildings
- Purchase technology to strengthen existing resources (MLTI Program)
- Examine the continued growth of cloud computing including current and future technology trends will be part of the five year plan
  - Lost power at Central Office and disrupted the flow of communication between schools

Councilor Bickford said he would like to see the gym designated as an Emergency Shelter. Mrs. Austin said they have no problem with that, but it's a matter of funding, obtaining grants, and so forth at this point. She explained the Red Cross requirements are substantial. The facility needs to have places for pets, working showers, and a full kitchen. A full kitchen is at the other end of this building. It would need a substantial generator to make this facility an emergency center. It will require a bigger plan than what was expected. No one is saying it should not be; it's a matter of funding. Without that it is considered a warming station and/or shelter. Chief Galipeau said Lisbon should try to meet the Red Cross requirements, and then the Red Cross will staff it. He said realistically, LCS is more feasible because of its layout.

## COMMUNITY SERVICE BUDGET

*(Item Added To this Agenda)*

Mrs. Barnes indicated this budget funds the Lisbon Connection, a community bus service that runs between Lisbon and Lewiston and Lisbon and Brunswick. The cost to the Town of Lisbon is \$35,000 annually. Craig Zurhorst from Western Maine Transportation (WMT) said he didn't know how soon this could happen, but WMT was just been asked by the Maine Department of Transportation to take over the Brunswick Explorer Program when Coastal Trans gives up their transportation. This may open up a service that would go between Lewiston (through Lisbon and Topsham) to Brunswick which they hope will benefit everyone along the way. This will take some studies. He asked the Council to try to get a sense of what the needs were in town and whether this would be a valued service and what we think we could do to make that work.

Mr. Zurhorst mentioned we dodged a bullet. In the last census, the number determining what is rural and urban had changed; what had been considered rural in Lisbon and Lisbon Falls fell into what they now designated as UZA or Urban Zone. He said he talked with MDOT, their general manager, and Town Manager Barnes and together they identified enough stuff outside of the UZA to consider Lisbon still rural enough to allow us to maintain our funding so we will not have to go back to AVCOG, which is the MPO and direct recipient. It appears

we are in good shape now and again eligible for the 5311 FTA funding. The route stops at Heritage Knolls, Woodgate Apartments, and Woodside Apartments now, which are just outside the UZA. Mrs. Barnes commended Tracey Steuber for her work on identifying those areas needed to help us qualify. Mr. Zurhorst said ridership is around 8,000. He handed out brochures for distributing to the community.

## **MUNICIPAL CAPITAL IMPROVEMENT PLAN**

Mr. Karass explained that the municipal CIP is limited to mostly the replacement of equipment (see attached). We don't have a capital reserve to rely on. He said we are bound to raising money annually relying on the mix of debt and equity. The two main departments are public safety and public works. Initially he met with each of the departments and listed as much of the equipment he could and when he thought money would need to be invested.

Mr. Karass pointed out on the public works sheet that shows a number of pieces of equipment, including trucks, machinery, and some heavy equipment for snow removal and others for different types of projects, such as the hot box. This shows the funding needed for upgrades or replacements from FY 2017-FY 2026. He pointed out there are several anticipated expenses for replacements totaling \$90,000, which are shaded because we are buying the cab, chassis, to go with the bodies here in Lisbon to make them a complete unit so you are seeing parts of the unit.

Mr. Karass said not all of the items on the wish list made it to what will be purchased. He explained they did the same thing with public safety. In the Fire Department, their big expense will probably fall around 2025 with the replacement of the ladder truck. The Police Department has more listed since the cars get quite a bit of mileage on them and tend to turn over faster. Beyond 2017, he mentioned, he did not project out the items since we are on an annual budget and one Council cannot bind another Council.

Mr. Karass pointed out the forecasted lease purchase payments that we are lugging obligations with us for past purchases. He included the cash run-outs for current obligations at this time, along with proposed obligations so the Council can see if we make the purchases what the run-out will be over time. The companion page to that is called the forecasted lease purchase payments (see attached), but actually these are the bonds in force right now. We have 5 bonds to consider, 3 bonds will retire in 2021, 1 bond will retire in 2020 and then a series 10R11E extend beyond. He said at the bottom shows that we are proposing to go out this fall to bond \$1.5 million for public works for paving and \$500,000 for an MDOT match if the Council approves. Interest is included in those figures.

Mr. Karass said the full disclosure consolidates the cost of lease purchasing and gives the Council the total of what the bonds will be and shows the run-out at the bottom of that page so the Council can tell with the proposal what the obligation would be if the Council determines to take on these additional projects.

Mrs. Barnes said the Water Department's 5 year Capital Improvement Plan was included in the handout for tonight's meeting. This public hearing will be held along with the municipal public hearing and the school's public hearing will be done at the same time they do their school budget public hearing. She indicated she needs to know if the Council wants to move this plan forward. Councilor Bickford said he didn't see anything wrong with the list, which is what they need because these departments have been stripped to the bone for the past several years. Mr. Leighton said the salt shed isn't on the list, but it is still a need. Councilor Ward said he would not recommend taking anything off the list.

## **FINANCE BUDGET**

*(Item Taken Out Of Order)*

Mr. Karass presented the Finance budget. He said the biggest expenses are salaries, wages, fringes, plus the 30-hour accounts payable position. The mileage is classes in Augusta, training, or to go to banks that maybe out of town, plus professional development, which has been increased to accommodate some advance training. The postage line is for the Pitney Bowes postage machine out front.

Mr. Karass presented the Tax Collector budget. This pays for the Deputy Tax Collector. She is the Sewer Billing Clerk. She is the backup for our financial management, out front, and a jack-of-all-trades. The employees out front work very hard. They process the majority of the revenue that comes in, which is a huge task. They all help process payments. \$3,500 was budgeted for training and vacation replacements. Mileage, meals, and lodging are for training primarily. Mr. Karass indicated the postage budget will now be used for a contractor; he said they plan to outsource the mailings, which will relieve a huge burden on this office and the employees out front. The rest is for supplies and paper along with minor operating supplies.

Mrs. Barnes said training is crucial in this budget and it's important that someone else beside herself get certified. This will take 2 to 3 years and a lot of these courses are only offered once a year.

## **CODES**

*(Item Taken Out Of Order)*

Mr. Douglass presented the Codes budget. He pointed out Sabattus reimburses Lisbon for wages. He mentioned the town saved money by providing a town vehicle. He said there is not much in this budget; it's tight.

Mr. Douglass presented the Planning Board budget. He indicated the majority of it is for the contracted town planner, wages for members, and postage for regular mailings.

Mr. Douglass presented the Appeals Board budget. This is mostly the member's wages and a few supplies. The advertizing budget is based on a number of anticipated cases.

Mr. Douglass presented the Health Officer budget, which is mostly wages to cover the extra work. He mentioned he could use a secretary and would be willing to share one with the Assessor. He said the hardest part is getting the filing done, along with all the paperwork, when appointments keep him running steady all day.

## **ASSESSING**

*(Item Taken Out Of Order)*

Mrs. Malloy presented the Assessing Budget. The only real change is in Contracted Services line for \$5,000, which was done away with because that's now part of the contract with Bill Van Tuinen to provide that service for us this year. The rest remains the same.

Councilor Ward asked how the hearings were going. Mrs. Malloy indicated 96% of the people have been fine. They have completed just over 120 hearings. People have questions and they are provided answers. She indicated there will be some changes taking place from those hearings, because we might have a square footage wrong, or it was listed as a buildable lot when it wasn't, and so forth.

## **ECONOMIC DEVELOPMENT**

*(Item Taken Out Of Order)*

Ms. Steuber presented the Economic Development budget. This department is paid for by TIF funds. Mostly it's the same. The mileage line was increased to cover the extra meetings to attend the board meetings in Augusta. She explained the advertising and notices line was increased to cover marketing. She indicated Lisbon needs to do more with its website. She recommended we brand ourselves and put that into our website design. This would be a one-time increase to boost our image, encourage others to look at us, and set their businesses up here.

Mrs. Barnes indicated banners eventually will be designed and purchased once we know what our brand will be. She mentioned signs at the park and trial systems will eventually showcase this brand, but the website needs to be done first.

Ms. Steuber mentioned postage was reduced since she uses email more; most things are scanned and emailed. Moxie pays for its own postage and paper. She explained that anything left in her budget goes back into the TIF lines and doesn't go anywhere else. She explained MTM has an events poll near the stage for power, which is paid for from her budget. CMP owns the poll.

## **ADMINISTRATION**

*(Item Taken Out Of Order)*

Mrs. Barnes presented the Elected Officials budget. She said she increased professional development to help newly elected officials take advantage of training classes and workshops. Even the training for municipal law for tax collectors would be interesting for the Council to take. The advertising line is for notices. She said she dropped down the printing line and postage lines and increased the supply line to cover Elected Officials manuals.

Mrs. Barnes presented the Town Manager's budget. This covers the Town Manager's salary and Administrative Assistant. The mileage line covers her and the Administrative Assistant's mileage to trainings. Professional development covers both. Meals and lodging for trainings were included. The annual 2-day Tax Collector's training will be held in Auburn this year. Advertising is for anything we do out of the Town Managers office. The audit changed based on the bid award. The next 4 years the auditor bill should be \$9,850. The cell phone covers the Town Manager's stipend and Administrative Assistant's cell. Printing was reduced and the supply line was increased.

Mrs. Barnes presented the Contingency/Grant budget. This is for any grant we might need a matching fund for. Mrs. Barnes presented the Insurance budget. These figures are placeholders at a 5% increase. This is currently out to bid. Mrs. Barnes presented the legal budget. This amount covers Attorney Stockford's bills. If we are successful in November getting the paving bond approved, then the payments for legal counsel for bond paperwork should be added so this line would increase, instead of rolling it into the bond. Once we get an estimate it will be added. Mrs. Barnes presented the Public Safety/EMA Director budget. She reported we have a new EMA Director, Lisa Ward. This covers her wages and benefits for her to attend trainings and meetings, which is brand new this year.

Mrs. Barnes presented the Hydrant Rental and Street Lighting budgets. Hydrant Rental will remain the same. The Street Lighting budget will decrease with the new standard offer. Mrs. Barnes presented the miscellaneous budget. These are standard contributions to the Historical Society, Food cupboard, MMA Dues, and Memorial Day to purchase flags for Veterans. Mrs. Barnes presented the General Assistance budget. There is a small increase over last year. She reported we will get 75% reimbursement from the state now. Last year it was 50% reimbursement.

Mrs. Barnes presented the County Tax budget. She said that it went up a little bit. This is our share of the County Tax and the PSAP fee remains the same. Mrs. Barnes presented the Abatement budget. She indicated that was increased by \$15,000 to cover abatements due to the revaluation. Mrs. Barnes presented the Debt Service budget. These are the lease purchases. She pointed out that the 2016 truck, front-end loader, and police cruiser were in here, which are in the CIP Plan.

## **TOWN CLERK**

*(Item Taken Out Of Order)*

Mrs. Lycette presented the Town Clerk and Election budget. She explained the 5112 line covers a 20-hour position, extra personnel needed for the November Election, and help with absentees. Absentees get entered into the computer system, proofed, along with the typical business licenses, marriage licenses, and regular duties. The biggest part of this job will be maintaining the database for the 7,500 registered voters. Temporary wages covers election personnel on Election Day. We added extra personnel in November to help guide voters into the correct lines, plus money for training election workers. Councilor Ward asked if money was added to help educate the voters about the new location or signs directing them where to park. Mrs. Lycette said voter outreach has already started. Marie Hale is working with the Lisbon Credit Union, school department, and plans are underway to have her speak at the senior's luncheon. Notices are being posted around town and on the front doors. They will be

posted at the old polling places as well. The school will put something on their marquee, plus ours out front. Councilor Albert suggested contacting PCL to make announcements at the Concerts in the Park, too. Councilor Kolbe suggested the school use their phone system, too. Councilor Albert suggested getting the word out through the Lisbon Reporter and social media.

Mrs. Lycette indicated funds were added to rent extra DS200 to relieve voter lines waiting to deposit their ballots and exit. This means more turn around in the parking lot as voters leaving free up space for those arriving helping to relieve the congestion in the building and outside in the parking. She said it is unclear what to expect at our first election at the new site. Once we see how the parking lot situation is in June, it will be easier to determine what is needed for November. Councilor Ward said it will be tested in June at this year's graduation as well; it could be difficult to find parking prior to graduation. Mrs. Lycette said Principal Gannon was uncertain about the parking situation as well, but certainly extra DS200's should help.

Mrs. Lycette explained lodging, meals, and professional development goes together based on where the New England Municipal Clerk's conference is held annually. Contracted services covers police security at the polling place, set up by Public Works, and Vectorsonics to do the sound system at the budget public hearings at LCS. Councilor Ward said the full amount of this account is still in there. Mrs. Lycette said this is done typically through a transfer to cover those wages. Councilor Ward asked if that was the same thing for the color guard. Mrs. Lycette said yes, they paid the color guard personnel out of the Fire Department wage line, but a transfer needs to occur.

Mrs. Lycette said printing covers voter cards and ballots. Mrs. Lycette pointed out in the past printing the town report was paid for from the Town Manager's line. Publishing the Town Report is new to the Town Clerk's budget.

Professional Services pays for Municipal Code updates, online ords bank, online board/committee database, and the online Council minutes and agendas done by Clerkbases. Programming memory sticks for the vote tabulator machines is in this line, along with the new fee this year for the new accessible voting system that we will begin using in June. This line covers the DS200 leases, and the extra 2 if needed. Shipping the two extra will cost around \$300 and since this is a Presidential Election year, the postage line should increase to cover the additional absentees.

**PUBLIC COMMENTS:** Larry Fillmore said for the brand why don't we do "Lisbon, Home of Moxie", seeing that this is a Moxie town. Councilor Kolbe said there maybe copyright issues and permission may be needed from Coca cola. He asked if there was a retirement date for Chief Brooks. Mrs. Barnes indicated there was and it's on or before June 30, 2016.

## ADJOURNMENT

**VOTE (2016-93e)** Councilor Metivier, seconded by Councilor Albert moved to adjourn at 9:59 PM. **Order passed - Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved May 17, 2016