



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
MARCH 24, 2015**

Gregg Garrison, At Large 2015
Mark Lunt, District 1 2015
Dillon Pesce, District 2 2015
Christopher Brunelle, At Large 2016
Eric Metivier, District 1 2016
Roger Bickford, District 2, 2016
Dale Crafts, At Large 2017

CALL TO ORDER & PLEDGE TO THE FLAG. The Chairman, Dillon Pesce, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Lunt, Bickford, Crafts, Pesce, Metivier and Garrison. Councilor Brunelle was excused. Also present were Diane Barnes, Town Manager; Diane Nadeau, Library Director; David Brooks, Police Chief; Sean Galipeau, Fire Chief; Karen Paradis, Planning Board Chairman; Donald Fellows, Planning Board Member /Assessment Review Board Member; and others totaling 10 citizens in the audience.

DEPARTMENT BUDGET DISCUSSIONS

The Town Manager, Diane Barnes provided Council with revised budget reports and updated the Council on some revisions to the budget mainly to the Police Department which she will explain when they discuss that budget and recommended that Council begin with the Library's budget.

The Chairman, Councilor Pesce invited Mrs. Nadeau, Library Director to the podium to explain any changes that were made within the Library Department budget.

LIBRARY DEPARTMENT

Mrs. Nadeau said that the only changes besides moving the department specific line items such as, employee benefits, phones, and like items were adding the custodian into her wage line. It was paid out of the Town Buildings budget in the past but it was determined through the manager's office that this item should be paid out of the libraries wage line. She indicated that she included a summer intern in this year's budget which provides one intern from a local college for the Summer Reading Program for 8 weeks. She said it is a great program that helps a local student as well as local families who participate in the Summer Reading Program.

Councilor Pesce asked if there were any questions from Council. Hearing no questions from Council, Councilor Pesce wanted to thank Mrs. Nadeau for all her hard work and commend her for including a summer intern in the budget that it is a great way to help students as well as the Town to receive labor at a reduced cost and he encouraged other departments to follow her lead.

PUBLIC COMMENT: There were no public comments on the Library Department budget.

Mrs. Barnes directed Council to the blue sheet and said that the municipal appropriation is now \$7,424,488 which is a \$21,086 increase over last year because she is fully funding the School Resource Officers on the expense side which is comprised of \$81,997 in wages, \$6,275 FICA, \$7,299 retirement, \$3,093 workers compensation, \$16,518, \$582 for unemployment and showing the school's 75% share in the revenue side totaling \$115,764. The off-setting revenue for the LEAD Coordinator for \$3,788 was also added, which was a year-end journal entry in the past. We also added \$14,966 in the police health account for the vacant sergeant position, and \$204 to the Public Works Health Insurance Buyout to comply with the new contract language, overall is an \$119,000 budget decrease.

PUBLIC COMMENT: Larry Fillmore asked if we could get the Communications Center revenues broken down by Town like the Animal Control revenues.

The Chairman, Councilor Pesce invited David Brooks, Police Chief to the podium to explain any changes that were made within the Police Department budget.

POLICE DEPARTMENT

Mr. Brooks, Police Chief said that in-line with the Library and other departments the department specific line items such as, employee benefits, phones, and like items were added. He said that if the format was the same as last year's that the budget submitted is \$16,500 less than last year's. The changes are budgeting for a Sergeant at entry-level, and not replacing a data analyst that passed away last year. Chief indicated that the Manager was clear that the direction she was given was that capital projects would not be funded so he cut cruisers and imaging unit from this year's budget.

Councilor Pesce asked if there were any questions from Council. Hearing no questions from Council, Councilor Pesce said he would begin with his and asked how the arrangement for the MDEA shared agent worked.

Chief Brooks said that the MDEA shared agent is what they refer to as a resident agent that means we control their time and when MDEA needs an agent they call Lisbon and it gives us access to the MDEA.

Councilor Pesce asked what percentage of the shared agent's time is spent with the MDEA and what region.

Chief Brooks said that the position is primarily as a detective for Lisbon responsible for criminal investigations of all types not just drug related cases and that work done with the MDEA is in the Lisbon and Androscoggin County region and noted again the key point is that Lisbon has total control of the shared agent's time.

Councilor Pesce asked what account 5118 for On-Call covered and if all of the \$20,000 budgeted would be utilized.

Chief Brooks said that it covers 6 hours of overtime for the detectives' on-call time every week and 4 hours of overtime for the supervisors' weekend on-call time every weekend from Friday to Sunday. He said that he budgets per the contract language but the entire budgeted amount may not be expended if employees elect to take it as Comp time.

Councilor Pesce asked if account 5211 for cell phones is mandated by contract.

Chief Brooks said that the cruiser cell phones were but that other positions also had cell phones including the chief, detectives, and supervisors. He said that air cards were also a big component within this line.

Councilor Metivier asked if the full amount in account 5115 for court time would be used.

Chief Brooks said he didn't have last year's actual expenditure in front of him but it depended on the District Attorney's office how much time staff spends in court.

Mrs. Barnes said that the actual amounts are in the front of the budget books and that last year \$7,900 was expended last year.

Chief Brooks said the court system is changing to a unified system. He said that other agencies are reporting that their court time was reduced as a result of changing to a unified court system. He said it will begin here in July and this year should show us how much court time will be reduced as a result of the change. He also noted that the department is realizing savings with the utility vehicles getting better gas mileage than anticipated.

Councilor Pesce asked if the Police Study came back recommending a staff reduction, how he would feel about cutting the sergeant position.

Chief said they were having issues now and the way he sees it is that they would cut from the bottom up because they need the supervisory position. He said that right now he has the second in command on full-time night shift to cover the vacant sergeant's position and even with that they have had to run some shifts without a supervisor.

Councilor Pesce asked if the employee covering the vacant position was receiving a stipend for the additional duties.

Chief Brooks said that he has not taken that step yet that they have been in a holding pattern until they know what direction they are taking with the position. He said that the contract has a 5% stipend that would be added to the hourly rate to take on the additional duties and he would have to look at the contract to see if there were limitations on the length of time.

Councilor Lunt asked if the sergeants patrol.

Chief Brooks said that the one he lost did patrol but that the one he has left on staff does not.

PUBLIC COMMENT: There were no public comments on the Police Department budget.

ANIMAL CONTROL OFFICER

Chief Brooks said that there is nothing new in the budget. He said there is a decrease in the gas account and hoped that gas prices stay down.

Councilor Pesce asked if he heard from Durham on rather or not they were going to withdraw from Lisbon.

Chief Brooks said that he and the Town Manager had a meeting earlier in the day at which time the Durham Administrative Assistant said the Selectmen would be voting on the issue tonight and they need to let us know by April 15, 2015.

Councilor Pesce asked if account 5111 overtime was used for the animal control officers overtime hours.

Chief Brooks said that it was for overtime hours as well as paying a back-up person if the ACO is out. He indicated that the back-up was something they needed to take a look at since we used to use the former shelter owner as the back-up we would need to make other arrangements since the switch.

Councilor Garrison asked which revenue account belonged to which town.

Chief Brooks said the account 4330 is Impound fees and ACO fines, account 4331 is Sabattus, account 4332 is Bowdoin, and account 4333 is Durham.

PUBLIC COMMENT: There were no public comments on the Animal Control Officer budget.

COMMUNICATIONS

Chief Brooks said that there are not any changes to the communications budget. He said that the PSAP fee is under the County Tax budget because it is a fee the County charges all towns a \$2 per capita fee regardless of having a communication center or not.

Councilor Bickford asked if he could split it up by town how much each community pays for dispatching.

Chief Brooks said that he could give approximate figures as follows:

Greene	\$8-10,000
Sabattus	\$ 40,000
Durham	\$8-10,000
Lisbon EMS	\$ 3,000

He said that those are approximate and that the estimated total revenue is the \$70,000 range.

Mrs. Barnes indicated that she would revise it to break out the detail in the revenue budget.

Chief Brooks said that he reached out to 2 other towns to see if they could take on communications for Lisbon and they said, "thank you but no thank you" because they did not have the capability to take it on. He said that

he did not go the LA direction because we just went down that road. He said he knows the world of communications is changing but it won't happen overnight due to the complexity and nature of the infrastructure needed.

Councilor Pesce said that he would like to see numbers from L/A and Androscoggin County.

Councilor Metivier said that it would be nice to have something in writing from L/A and Androscoggin County.

Chief Brooks said that a couple of them may remember a few years back when he nearly had a \$180,000 grant approved and the County withdrew flipping on the recommendation of the committee formed to consolidate and ended the effort, now after all that work not even three years later, this new Council wants him to go back to them again. He said the current contracts are all for six months and are being charged the same fee as the County would charge.

Mrs. Barnes said that she wants to look at another formula that will take into account the communities population, property evaluation, and calls for service.

Councilor Bickford said that he did see a lot of cut-throat politics going on and a lot of the small towns were asking for help.

Chief Brooks said he agrees that it needs to be looked at. He said it could have worked three years ago but politics ruined it. He said he just wants to do it right and to look at the issue carefully and come up with a long term solution, not a Band-Aid.

The Chairman, Councilor Pesce invited Sean Galipeau, Fire Chief to the podium to explain any changes that were made within the Fire Department budget.

FIRE DEPARTMENT

Mr. Galipeau, Fire Chief said that in-line with other departments the department specific line items such as, employee benefits, phones, and like items were added. The repair & maintenance, operating supplies, and equipment were increased based on last year actual amounts. He also said that he has requested \$75,000 for the capital reserve plan that is the longest standing and funded capital program in the Town and he thought it was a discussion that should be had with the Council.

Councilor Lunt asked how much is currently in the capital reserve account.

Chief Galipeau said that there is currently \$185,000 and to keep in mind that he would be bringing 2 truck refurbishments to Council. He said the tanker lost the brakes again and will need some attention. The capital plan is under funded by \$300,000 from the initial plan. He said that 2019 is when we will run into problems.

Councilor Pesce asked if the first responder training was started and how it was going.

Chief Galipeau said that the first responder training was started and almost 20 firefighters are trained as first responders, EMT's, or paramedics and the department is up by about 70 calls for service.

Councilor Pesce asked if account 5121 is for the first responder training and asked if Chief was a licensed EMT.

Chief Galipeau said that it is for the first responder training that costs \$500 per participant. Chief said that he used to be a licensed EMT but he wasn't any more.

Councilor Pesce asked if the fire department responds to medical calls if the department didn't have a first responder available.

Chief Galipeau said that they can respond to a medical call without a first responder as long as Lisbon Emergency shows up on-site first.

Councilor Pesce asked about the per diem shifts under account 5110 wages he wanted to know if that was new or if they are just seeing it now with the new breakdown in the explanations.

Chief Galipeau said that the per diem shifts are not new that they were included in the 5110 wage line.

Councilor Pesce asked how the points system was working.

Chief said the points system is working great and they are experiencing greater participation from the membership.

Councilor Garrison asked about the departments staffing levels.

Chief Galipeau said that he has 10 openings and that volunteer departments everywhere are having the same trouble as people are busy and the required training is very time intensive. It is a big commitment to undertake.

Councilor Pesce said he had one more item he wanted to bring up but it is not related to the budgets being discussed this evening. He said the town currently has a self-insured health insurance plan wanted to know if the Council had any appetite to have the Town Manager look at quotes for health insurance from the Maine Municipal Health Trust.

PUBLIC COMMENT: Dot Fitzgerald asked if we get paid to provide mutual aid to other towns.

Chief Galipeau said that it is a mutual aide agreement and explained the mutual aid agreement is that the neighboring communities help each other as needed.

ADJOURNMENT

Seeing no further business to discuss, the Chairman closed the Council workshop at 8:36 PM.

Jody M. Durisko, Council Secretary
Administrative & HR Assistant
Date Approved: