



**TOWN COUNCIL
SPECIAL MEETING &
WORKSHOP MINUTES
APRIL 25, 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 and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Crafts (arriving at 6:50 PM), Brunelle, and Lunt. Councilor Crawford was excused. 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; Tracey Steuber, Economic & Community Development Director; Mark Stevens, Parks & Recreation Director; Miriam Alexander-Morgan, Appeals/Assessing Review Board; Donald Fellows, Planning Board; Ross Cunningham and Fern Larochelle, Positive Change Lisbon Members; Allen Ouellette, School Transportation/Facilities Manager; plus others totaling approximately 15 citizens in the audience.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

AWARD CULVERT BID

INTRODUCTION: Mr. Leighton reported requests for bids were mailed, emailed, and posted on the website. The following vendors submitted bids:

\$ 29,982.00 Portland Plastic Pipe
\$ 32,867.00 Team EJP
\$ 32,867.00 HD Supply Waterworks
\$ 29,912.52 Ferguson Enterprises
\$19,765.00 Maine Custom Woodlands-but pipe NOT MDOT approved

VOTE (2017-109) Councilor Brunelle, seconded by Councilor Kolbe moved to award the bid to Ferguson Enterprises, Inc. **Order passed - Vote 5-0.** (Councilor Crafts absent for vote)

AWARD EXCAVATION BID

INTRODUCTION: Mr. Leighton reported requests for bids were mailed, emailed, and posted on the website. The following vendors submitted bids:

St. Laurent	Pratt and Sons
Longchamps	Copp Excavation
Carl Huston	ETTI

Mr. Leighton said based on the anticipated totals for each item requested he recommended awarding the work to the lowest bidder, ETTI.

VOTE (2017-110) Councilor Brunelle, seconded by Councilor Albert moved to award the excavation bid to ETTI. **Order passed - Vote 6-0.**

ADJOURN TO BUDGET WORKSHOP

VOTE (2017-111) Councilor Kolbe, seconded by Councilor Albert moved to adjourn to the budget workshop at 6:55 PM. **Order passed - Vote 6-0.**

Councilor Albert opened the workshop at 6:55 PM. He invited Allen Ouellette from the School Department to the table to talk about the School Department's Capital Improvement Plan.

SCHOOL DEPARTMENT CIP PLAN

Mr. Ouellette pointed out the plan did not include the following, some of which have been done already. For instance, they installed the wall mounted wrestling mats, refurbished the softball field, took possession of the new Class C School Bus in March of 2017, and installed a lift just inside the maintenance garage to help carry items up and down stairs.

LISBON BUS CONNECTION

Craig Zurhorst, Community Relations Director from Western Maine Transportation reported they will be requesting \$40,000 from Lisbon this coming year. He indicated the formula they use dictates the amount Lisbon pays. Moving forward they will be requesting another \$4,500 per year to set aside for bus replacement. In the future, if sharing this bus with other towns, this amount could be less. He mentioned the survey being conducted has not been finished yet. He said Lisbon's ridership is healthy right now. Mrs. Barnes mentioned the cost has gone up from \$35,000 last year to \$40,000 this year. Councilor Ward asked the Council members if this budget seemed okay with them. There were no objections noted from the Council.

MUNICIPAL CIP PLAN

Chief Hagan went over his cruiser replacement plan to trade one and step down one, giving it to Code Enforcement to replace that vehicle. Mrs. Barnes pointed out that the CID Unit's vehicle is ready to go. Councilor Ward indicated this plan appears to phase in and take out of service vehicles to get the most life out of them. Councilor Albert mentioned he heard that Ford was putting out police detail vehicles with better gas mileage. Chief Hagan indicated that he had not heard that yet.

Chief Galipeau went over his truck replacement plan, which covers making Engine 7 more like Engine 1, making Engine 2 fill the role of tanker/pumper more efficiently, the replacement of Rescue 10, and the disposal of Tank 9. He mentioned that Squad 3 is the F450 Utility Forestry Unit they use to attend calls for down wires, etc.

Mr. Leighton went over his vehicle/equipment plan. He indicated the sweeper is really the sidewalk snow-blowing piece, but the town will be going out to bid for this service so that's just a place card holder at this point; it can be removed when we cross that bridge down the road.

Mr. Stevens went over his CIP Plan. He reported the parks truck pushes snow but will not haul anything and cannot be inspected. He indicated his department may be able to pick up the Sewer Department's truck, which is what the extra \$4,000 in his budget is for. He said they plan to keep the yellow truck for a yard truck.

RECREATION DEPARTMENT BUDGET

Councilor Ward asked about the gasoline line since it appears to have money left in that line. Mr. Stevens explained they still have at least six or seven trips this spring to make; this line varies depending upon the trips. He reported that his department would have one less vehicle though next year. Councilor Ward requested this item be discussed again at year end. Councilor Ward asked about equipment repairs. Mr. Stevens explained that Lisbon has been lucky this year. Councilor Ward indicated he was okay with that line as is.

Mr. Stevens mentioned the playground donation of \$16,000 they recently received. He indicated the playground's need since 2004 have grown so much. There are 50 to 60 children out their fighting over six swings daily. A new playground is overdue. The community strongly supports this. He said their design covers an area 60 feet by 40 feet, equipment for smaller and older children, plus it will be handicapped accessible. They plan to use a woodchip base to save money. He will have volunteers help put this together when it is time. He indicated both companies'

they are talking with will send a person to be on site for the entire installation. Mrs. Barnes explained that she had already been through a similar process before and that it went well with no issues. Ross Cunningham reported Positive Change Lisbon (PCL) would be fundraising still. He said anything over the initial \$40,000 needed will go towards handicapped improvements and so on to make it even better. He indicated he planned to celebrate on May 20th Kids Park Day for his fundraiser at MTM. He reported PCL does insure all its volunteers. Mr. Stevens said he wanted to be done by Moxie Day, but they are still in the design phase which can take weeks to finalize and then there is the funding of it. Councilor Lunt requested the town's funds be taken from the reserve account to avoid any delays. Mrs. Barnes indicated this was on the list for undesignated fund balance consideration. Councilor Albert pointed out that this is a one-time expense and that it fit the criteria for the undesignated fund balance list very well. Councilor Ward recommended adding it to the undesignated fund balance list, too. No Councilor objections noted. Mrs. Barnes suggested this item be added to the next agenda for a vote. Mrs. Colston indicated that once this vote is approved she would move these funds from undesignated into committed.

MISCELLANEOUS BUDGETS

The Council went over the Elected Officials. Mrs. Barnes pointed out that the printing line was reduces for the Annual Town Reports since we print less now. Lines 5256 and 5257 were zeroed out.

Mrs. Barnes presented the Town Manager's budget. She suggested reducing the professional development line since it is difficult to find the time to attend the ICMA Conferences. She pointed out that the advertising line is over this year due to the higher turnover rate this past year.

Mrs. Barnes presented the Grants Match Budget. She indicated she would be encouraging departments to look for other grants this year and suggested setting the amount left each year into a Grant Match Reserve Account to help build it up.

Mrs. Barnes presented the Insurance/HRA Budget. She reported there were new employees coming on that effect the HRA line. Mrs. Colston said there is \$8,600 left to date. Councilor Ward suggested cutting it \$5,000. Mrs. Barnes explained that the year is not over yet and there will not be that much left at year end. She explained the 5% increase. Councilor Ward agreed to watch the line for cuts next year if not used. Mrs. Barnes indicated she may need to add more to cover the auto insurance due to the two new trucks being added which have much more value.

ASSESSING

Kathy Malloy presented the Assessing Budget. She indicated line 5265 has been running short for the past two years so extra was added for recording fees. There are more transactions now. Line 5257 was increased to cover the added expense to purchase a new style of record cards and hangers, which is what they leave on the door when they stop by and there's no one home. She said maps are updated at the end of May so that amount will be used. There is one class she will be attending next month. Some years there are classes she has already taken or it can be a timing issue. A lot depends upon the offerings and what's needed to keep current.

Mrs. Malloy explained that the homestead exemption is increasing to a \$20,000 exemption this year, but it is really a wash because they are increasing the reimbursement to 62.5% from 50%. Last year Lisbon lost about \$385,000 in tax revenue, because of the exemption. This year, using the \$20,000 exemption, but being reimbursed at a higher percentage, so far it's about \$376,000 lost in tax revenue, so it's just about the same and not a lot of difference.

Mrs. Malloy explained that BETR is a reimbursement program made directly to the taxpayer for personal property taxes they have paid and BETE is an exemption. Lisbon gets reimbursed from the state 50% of the taxes lost on BETE. There are proposals before the legislature to merge the BETR program into BETE, which has passed the taxation committee, but still has to go to Appropriations. She said if it passes this year it won't be implemented until next year (2018 tax year) and it would be phased in over four years. For example, if a taxpayer receives \$1,000 reimbursement for the BETR program that first year when it gets merged to BETE the taxpayer will get reimbursed \$750, they will exempt \$250, and the town will receive the reimbursement of 50% of that \$250 exemption.

Mrs. Malloy said the “good news” is that every time the state reimburses something we are still paying for it. It will either come out of our sales tax or income tax. Last year Lisbon was reimbursed \$385,000 and probably this year we will get reimbursed close to \$700,000.

APPEALS BOARD/PLANNING BOARD/HEALTH OFFER/CEO BUDGETS

Mr. Douglass presented the CEO/Appeals Board/Health Officer budgets as flat. He mentioned the lines were in the red on professional development. He indicated new board members are attending trainings and MMA workshops. He suggested making that line \$600.

Mr. Douglass explained the Planning Board is looking for funds to update the Comprehensive Plan. They feel they can get this work done for \$5,000. Mr. Douglass indicated this amount would be for AVCOG’s consulting services, materials, and ipads if there is enough. Councilor Lunt said Lisbon spent a lot more than that last time the Comprehensive Plan was updated. Don Fellows mentioned the goal here is to make the plan more readable and to include branding strategies for the town, much like Windham’s plan. He pointed out the question is where do we want to go and what do we want to do? Mr. Douglass explained they will be working on a brochure piece that would require state approved in the end, but all the boring stuff will be prepared for those who want it.

FINANCE/TAX COLLECTOR BUDGETS

Mrs. Colston presented the Finance Department/Tax Collector budgets. She explained the difference was due to turnover expenses. She mentioned supply lines were combined. Other than that, there were no major changes.

ECONOMIC DEVELOPMENT BUDGET

Ms. Steuber presented the Economic Development budget. She mentioned the TIF funding that has been going towards supporting this department ends soon. She mentioned the \$2,500 increase for fireworks for Moxie Day. Councilor Kolbe pointed out how quickly last year’s fireworks were over. She said a lot of people want more. Ms. Steuber reported she contacted Kaplan University about using potential Interns at the Town of Lisbon. Some of these are individual are working on their business majors and would be a good fit. This will be an excellent opportunity for Lisbon if we are able to secure one.

The Council talked about whether the festival could generate enough funds to hire a coordinator, organizer, or agency to oversee the festival. Councilor Albert asked what that would cost. He said it would be hard to say it should be paid for by taxpayer dollars, but if the festival is creating revenue then perhaps the Council should look for different ways to operate it. Councilor Kolbe said there are not sufficient funds to hire a coordinator right now; this could be a part-time position all year around. She pointed out that the Moxie Committee starts meeting the following month on the next year’s festival and meets year around.

Ms. Steuber reported if the Dingley TIF were to be extended we would need to get started on it right away in order to be ready for the March 2018 deadline. The Kelly Park TIF should be ready for state approval after July.

TOWN CLERK BUDGET

Mrs. Lycette presented the Town Clerk’s budget. Councilor Ward asked about the high density storage system in the CIP. Mrs. Lycette indicated that the roller shelving unit could be the last project to be done in the vault. It will enlarge our capacity by 150 boxes and add shelving space so desperately needed. It could add mapping drawers depending upon the final design. She pointed out that so many records are being born and stored digitally today that the extra storage space may prove to be sufficient for a decade or more. Councilor Ward indicated he did not have any questions on the clerk’s budget itself.

ADJOURNMENT

Seeing no further business to come before the Council, Councilor Ward declared the workshop adjourned.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved May 16, 2017