



**TOWN COUNCIL  
WORKSHOP  
MEETING MINUTES  
MARCH 28, 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 regular meeting to order and waived the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, and Crawford. Councilor Crafts was excused. Also present were Diane Barnes, Town Manager; Diane Nadeau, Librarian; P. Sean Galipeau, Fire Chief; Marc Hagan, Police Chief; Karen Paradis, Planning Board Vice-Chairman; Lisa Ward, EMA Director; with approximately 10 citizens in the audience.

Councilor Ward explained that each Department Head would be asked to review their budget line by line with the Council. They will be given an opportunity at the beginning to highlight changes or special items of interest and at the end there will be time allowed for questions.

**LIBRARY DIRECTOR BUDGET PRESENTATION**

(7:05 PM)

Mrs. Nadeau pointed out the extra 8 hour position to assist with the Summer Reading Program, student internships, and with supplemental adult programming for services the Recreation Department does not currently offer.

Mrs. Nadeau indicated the educational opportunities are being offered in Augusta next year so attending this conference will be easier. New this year is \$700 to pay someone to shovel snow and sand the walkways outside during the winter months. New this year is money set aside to bring back the 3-day delivery service for lending purposes. This will resume lending to other libraries as well. She said Lisbon pays for two days and the State of Maine pays for one day based upon our population.

Mrs. Nadeau went through the rest of the budget. She mentioned that an additional \$150 is needed for letterhead and supplies to purchase additional labels needed for the transition over to the new system. Additional funds were added for carpet cleaning to extend the life of the carpet; however the \$8,800 in the Capital Improvement Plan is going to be needed for carpet replacement at some point.

After much discussion, it was noted that last year's budget was increased to add 5 additional part-time hours. Councilor Ward indicated he would like to sustain where we were last year and then add a 1.5% cost of living increase. He recommended the \$1,000 from fund-raising be deleted from the budget process and revenues. Councilor Albert pointed out this new summer reading program schedule should be a stand-alone program.

Councilor Ward took a straw-poll vote to see where members stood on the 1.5% cost of living increase. No objections were noted. Councilors requested budget sheets with the 1.5% adjustment in wages reflected. Councilor Lunt requested a breakout with percentages changed, if possible.

Councilor Ward asked where the members stood on the 8 hour increase in part-time hours. After more discussion, Councilor Ward suggested a list of items to be re-visited be created and that this \$4,000 increase for part-time hours be included.

Councilor Ward summarized the changes as follows: Reduce the Operational supplies account 5380 by \$1,000. Reduce expanded summer reading program by \$1,000 to make it a stand-alone program. Add 20 hour part-time position increase to 28 hours weekly for additional children and adult programs to the list of items to be re-visited.

**POLICE DEPARTMENT BUDGET PRESENTATION***(7:50 PM)*

Chief Hagan pointed out the lieutenant position was added back into this budget, that overtime is up because we have officers out attending the academy, and that vacation/sick time is up as well. He said Lisbon has four reserve officers on a regular basis. He said officers will be busy with school and now traffic detail for road construction projects. He mentioned recruitment testing is up, gas is up, and that funds were added for new chairs. He indicated investigative supplies were up, that emergency tourniquets and quick clot kits have all expired so they need to be replaced.

Councilor Crawford pointed out the description in line 5150 was not correct. Councilor Ward explained that Lisbon should be purchasing police vehicles instead of leasing them. Mrs. Barnes explained last year this department got one new vehicle, but the year before they didn't get any. Councilor Ward asked if one this year for \$35,000 would meet their needs. Chief Hagan said he would rather start with two this year. Councilor Albert suggested this second vehicle be added to the list to be revisited. Mrs. Barnes recommended the second vehicle that was added to the list be purchased with the unassigned fund balance, leaving one in this budget at \$35,000 and the other one funded from the unassigned fund balance.

Councilor Albert and the Police Chief discussed uniforms, new trading cards, and tires. Councilor Albert pointed out the second car is that one-time expense that should be purchased from the unassigned fund balance and that the town should continue to budget at least one vehicle each year for this department. Councilor Ward took a straw poll vote with four in favor to add the second vehicle to the list to be revisited.

After much discussion, Councilor Albert suggested the Lieutenant position be put on the list to be revisited in case the Council finds enough money to support adding it back in later. Councilor Lunt asked for the justification to add the Lieutenant position back into the budget. Councilor Ward took a straw poll vote which indicated this should be removed.

Councilor Ward summarized the changes as follows: To remove the Lieutenant position subtracting \$102,412 and add \$35,000 for second cruiser to the list to be funded by unassigned fund balance.

**ANIMAL CONTROL**

Chief Hagan presented the Animal Control budget. He explained that \$2,805 in wages was inadvertently omitted and needed to be added. He reported Lisbon hired a part-time ACO this year. Councilor Ward asked if this will cut down on the overtime in this department. Chief Hagan said yes but that he was not sure by how much it would go down. Councilor Ward recommended cutting overtime by \$2,500.

After some more discussion, Councilor Ward summarized the changes as follows: To add \$2,805 to the wage line, remove \$250 in service and software, and reduce overtime by \$2,500.

**COMMUNICATIONS CENTER**

Chief Hagan presented the Communications Center budget. He indicated the town was in negotiations right now discussing wages. Mrs. Barnes reported step increases for three employees had been inadvertently left out, but would need to be added. Chief Hagan explained that we use overtime to cover the time when someone is out. He pointed out that spring is coming and that winter is not typically when employees use up their vacation time.

Councilor Ward suggested reducing the overtime line by \$2,000. The Council discussed the use of our MTM for fitness. The Council discussed the holiday/personal day line, vacation/sick replacement line, radio issues, and repairs and maintenance.

Councilor Ward summarized the changes as follows: To reduce overtime by \$2,000 and negotiate change to MTM for physical fitness, along with discussing later in depth details for improvements needed to improve the radio issues.

**FIRE DEPARTMENT BUDGET PRESENTATION***(9:10 PM)*

Chief Galipeau presented the Fire Department budget. He explained the truck replacement schedule. He talked about the switch over to “pay per call”. He mentioned Lisbon can track better what employees are doing now that they are being paid for what they are doing. He indicated Lisbon will be moving to a base pay geared on rank and qualifications with no stipends like now with a call out rate. He said the pay per hour theme boards on a full time department approach.

The Council discussed the change over to the new telephone system, which might save about \$500.

Chief Galipeau said the pagers were not working very well and that they will need to shop for better ones. It was noted that Lewiston rents theirs.

Chief Galipeau mentioned the recent swift water rescue training. He said his department will be purchasing swift water rescue suits soon.

Chief Galipeau requested \$150,000 to keep the truck replacement on schedule. He said even with that there will not be enough funds in the account when the time comes so alternate funding will be needed. Councilor Ward reported there will only be about a quarter of the funds needed in this account. Councilor Ward asked if this needed to be a part of the budget or done after the budgets at a workshop. Councilor Albert asked if everyone was on board with adding the \$150,000. The majority indicated yes, for now. Mrs. Barnes suggested that funds left over in the repairs and maintenance line be transferred annually into the Capital Reserve Account to help build that up. Councilor Albert said he was in favor of that. Councilor Lunt asked that \$75,000 be added to the list to be revisited and that \$75,000 should be included in this budget.

Councilor Ward summarized the changes as follows: To reduce the telephone account by \$500, to fund \$75,000 for capital reserve projects in this budget, and to add \$75,000 to the list to be discussed later.

### EMERGENCY MANAGEMENT DIRECTOR’S BUDGET

*(9:50 PM)*

Lisa Ward presented the EMA budget. She explained her duties and what the \$1,531 stipend covers; trainings, meetings with local and county directors, time spent writing grants, coordinating events, and workshops. Councilor Ward asked about the generator project. Mrs. Ward explained that Lisbon is in year 1 of the 3-years given to Lisbon to use the grant. It will not cover labor and construction materials. She reported that discussions are ongoing about where to place it. It’s the size of a camper and Environmental Protection Agency restrictions need to be followed. Lisbon High School is located close to a body of water, wildlife, and next to the woods. She explained we will need to demonstrate that our generator will not cause any problems so it is wise to plan ahead of time to address these issues.

Councilor Ward asked if anyone was opposed to setting aside \$20,000 for the emergency shelter generator project. Councilor Lunt said Lisbon needs something like this. Councilor Albert said that’s a no brainer.

Mrs. Ward explained the annual education piece, development of a budget, the purchase of 20 cots, and adding different aspects to this as Lisbon moves forward. She said Lisbon is the third largest town in the county. She said she believes in preparing for the worst and hoping for the best. The generator part is a really big project and an important piece in moving forward. She said she intends to work on all of these pieces concurrently. She requested the Council set up a workshop to discuss the Disaster Recovery Plan. She mentioned she would be attending the April conference and invited the Councilors to go as well.

### **ADJOURNMENT**

Seeing no further business, the Chairman adjourned the meeting at 10:13 p.m.

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: April 18, 2017