



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
APRIL 11, 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 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; Ryan Leighton, Public Works Director; and Dorothy Fitzgerald in the audience.

TECHNOLOGY BUDGET

Mr. Leighton presented the Technology Budget. He indicated there were changes in the services and software agreements. One increase was due to the MUNIS software package. Mrs. Barnes indicated all the funds for the TRIO were in here, but that number would be reduced once the town determined which TRIO modules were being kept. Mr. Leighton pointed out that the cost for web hosting will be going up about \$500 once they switch to the new provider so the new number was budgeted.

Mr. Leighton explained Lisbon had not updated its software package since 2008 and that it is a matter of necessity to do that this year. He recommended upgrading for \$47,000 that's based on 70 users. Councilor Ward asked about adding this to the unassigned fund balance list of items to be discussed later. Councilor Lunt suggested the manager set up an account to put away funds each year into so money would be there next time to purchase another upgrade.

The Council talked about live streaming Council meetings along with other meetings. Mr. Leighton mentioned a digital copy would be available online for up to 5 years for approximately \$3,000.

TOWN BUILDINGS BUDGET

Mr. Leighton presented the Town Building's budget. Mrs. Barnes indicated electricity costs may go down with the new electricity supplier as of the end of February, however it could increase, but probably not by much. Councilor Ward would like to look at a 3-year trend by location. Mr. Leighton pointed out natural gas will be coming to the Library and Fire Station this summer now that Unitil is going to be installing natural gas lines downtown. The Police Department needs new carpets. The MTM boiler died and replacement was put off until next year since there were dual boilers; this is not under warranty.

Mr. Leighton mentioned there were lots of things that should be done, like starting over with a new master key system, determining the structural problems with this building because one corner of it appears to be bowing out from the mail structure, and so on. Councilor Ward asked for a full accounting for line 5410 and a payback scenario for what next year's budget would like if the town moved to a heat-pump solution.

PUBLIC WORKS BUDGET

Mr. Leighton presented the Public Works budget. He pointed out Moxie detail used to be reimbursed, but is not now. Money was set aside for MS4 reporting, Olver Associates for engineering, and the GIS package, along with dues for ATRC.

Councilor Ward indicated the amount in line 5266 might be inflated since Lewiston pays about \$24 per hour and Lisbon is budgeting \$75 per hour so the \$40,000 in this line should be \$20,000 perhaps. Mr. Leighton indicated he

based his rate on the FEMA schedule. It was decided to move \$10,000 to overtime, and cut \$10,000. Mr. Leighton reported that he would look at line 5266 again and report back to the Council.

Mr. Leighton mentioned there were 85 stop signs to replace and a tree to cut down on Clark's Court.

Councilor Ward asked to cut \$500 from the painting line since Lisbon is painting only the minimum now. There were no objections. Councilor Ward asked to cut \$500 from operating supplies.

The Council discussed the need for trucks. Councilor Ward suggested putting the truck and backhoe on the unassigned fund balance list. Mr. Leighton suggested the backhoe be replaced with a second truck since that would be more beneficial to the department. Mr. Leighton said he could cut \$10,000 from the parts line if the Council were to approve two heavy duty plow trucks to replace the two sterling's.

Councilor Ward said he was okay with purchasing the heavy duty trailer, paint sprayer, and pump this year (\$17,500) so these items could be removed from the unassigned fund balance list. He suggested the back hoe be relabeled second truck and that line 5410 be reduced to \$15,000 to purchase a used pickup truck. There were no objections noted.

The Council discussed paving. Mr. Leighton pointed out they could use \$600,000, but budgeted \$425,000 this year or whatever the Council would like to have them do. Councilor Ward said he was okay with that number.

PUBLIC WORKS WINTER BUDGET

Mr. Leighton presented the Public Works winter budget. Councilor Ward asked about lines 5131 and 5136 and questioned why the retirement line was zero. Mrs. Barnes mentioned she would have Jody check the unemployment lines.

The Council discussed sidewalk plowing and sanding. Mr. Leighton reported he would like to contract the plowing part out and would be willing to work with the School Department. Councilor Ward said he knew Mr. Ouellette would be receptive to doing this jointly. Councilor Albert mentioned the situation with snow removal at the Library. Councilor Lunt explained that was for shoveling the entrance which must be done by hand. Mr. Leighton explained his crew would not be able to get there in time for them to open, but that they could do it after a storm, but that would be too late. Councilor Albert mentioned Public Works shovels out the Town Office so maybe this needs to be talked about a little more.

Councilor Ward questioned whether the town could even spec out our sidewalk plowing for a bid. He suggested this department find solutions to improve the winter situation downtown.

The Council discussed the salt shed. Mr. Leighton indicated the need for storage along with the salt shed. Councilor Lunt suggested bonding this amount for 4 or 5 years to spread out the impact to taxpayers. Councilor Ward gave thumbs up to using the unassigned fund balance for it. Councilor Kolbe agreed as long as the price was under \$250,000. Councilor Albert recommended obtaining estimates.

SOLID WASTE BUDGET

Mr. Leighton presented the Solid Waste Budget. Councilor Ward said he remembered reading in the fee schedule about mandatory recycling. Councilor Kolbe asked if the Council could make it mandatory for residents to use clear bags. Lisbon was recycling 3,100 tons, this year that's been 2,600 tons and single stream seems to be going up. Councilor Albert asked what the next step was now that Lisbon's tonnage is down. Councilor Brunelle recommending scheduling a workshop to continue this discussion; the time was 9:45 p.m.

SEWER BUDGET

The Council discussed the HRA account, CCTV cleaning, and electricity. Councilor Ward suggested reducing electricity to \$87,000. Mr. Leighton said he would be leery about that number since flows in the spring make the pumps run more. He pointed out his figures show an average of \$103,000 for this line. Councilor Ward asked Mr. Leighton to take another look at this line in another month. Councilor Ward asked Mr. Leighton to take \$5,000 out of line 5285 if possible.

Councilor Ward asked about line 5425. He pointed out Olver Associates listed in detail some items to be done. Councilor Albert suggested discussing this after Mr. Leighton's had a chance to discuss it with Olver Associates.

The Council discussed sewer rates. Mrs. Barnes pointed out Lisbon is being encouraged to raise its rates even if it does nothing next year. Councilor Ward explained that doing nothing diminishes Lisbon's chances of getting the required funding to make improvements to this facility. Councilor Albert mentioned that if Lisbon doesn't make these maintenance improvements things will get worse. Mr. Leighton said Lisbon continues to do maintenance, but we are not getting enough done. Mrs. Barnes pointed out Lisbon will be required to do this. Councilor Albert pointed out that Lisbon would be smart to make this investment now.

Seeing no more business to come before the Council, Mr. Barnes said she would update and resend budgets again like before.

ADJOURNMENT

VOTE (2017-92A) Councilor Kolbe, seconded by Councilor Lunt moved to adjourn at 10:12 p.m. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved May 2, 2017