



## **TOWN COUNCIL MEETING MINUTES MARCH 9, 2021**

Normand Albert 2021  
Kasie Kolbe 2021  
Allen Ward 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Jeffrey Ganong 2022  
Fern Larochelle 2023

**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 (arriving at 6:12 PM), Kolbe (arrived at 6:05 PM), Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kayla Tierney, Finance Director; Rick Green, Superintendent of Schools; Haley McCrater, Bookkeeper; Finance Committee members-Heather Ward, Noly Lopez, Curtis Lunt, and Dan Leeman.

### **GOOD NEWS & RECOGNITION - NONE**

### **PUBLIC HEARING - NONE**

### **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Councilor Ward indicated he received one email from Cindy Schafer regarding the Main Street Closure. Ms. Schafer mentioned in her email that her group had collected over 450 signatures from citizens opposed to the closure wrote that downtown businesses deserve to be heard.

### **CONSENT AGENDA**

**VOTE (2021-52)** Councilor Larochelle, seconded by Councilor Ganong moved to approve the following:

- A. Municipal Accounts Payable Warrants \$ 320,476.50
- B. Municipal Payroll Warrants - \$ 138,676.84
- D. School Payroll Warrants \$ 364,408.39

**Roll Call Vote: Yeas – Lunt, Larochelle, Ward, Ganong and Fellows. Nays - None. Order passed - Vote 5-0.**

### **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

#### **SCHOOL BUDGET PRESENTATION**

**INTRODUCTION:** Dr. Green said he would be presenting the budget figures on the report dated March 8, 2021. He said the School Budget's overall increase in numbers is primarily centered around salaries and benefits. This preliminary budget maintains all existing programs and services. He said with over 325 people on our payroll, our average operating expenses increased this year in the amount of roughly \$550,000. As a result, the overall budget has an increase of 3% or \$543,802. The total budget, including Adult Education is \$18,215,334. He pointed out the total local fund amount including Adult Education is \$8,136,032 or a 7.6% increase over the prior year of \$577,457.

Dr. Green pointed out revenues are expected to total \$545,420, or be a 3.4% increase. He reported the state subsidy amount should be \$3,038,974 for the coming year.

Dr. Green indicated his office remained focused on their mission and vision and re-established a positive working relationship with all vested stakeholders within the Lisbon School Department and Community. They continue to prioritize program and facility improvements, as listed in their 5-year Capital Plan. Their goal continues to consider technology improvements and along with maintaining professional development time for staff.

Dr. Green explained that Council created a Capital Reserve Account in 2012, which has a balance of \$28,275 in it today. He indicated they use those funds for capital improvements throughout the year. He indicated approximately \$118,211 will be available from undesignated funds, which is similar to past budgets, however that

amount may end up higher because COVID-19 prevented some funds from being used. He mentioned they negotiated a one-year contract with all union groups at a 3% pay increase. He said staff was pretty impressive and our kids are in school 100 days here in Lisbon as compared to other communities at 75 days.

Dr. Green reported the middle school roof and 1970's wing at the Lisbon High School need replacing at some point soon. He said his department has been able to do 60% to 70% of the HVAC upgrades, replacing windows, installing air quality systems to increase protection, and so forth. He said that because of those upgrades they were able to open our schools back up sooner.

**COUNCILOR COMMENTS:** Councilor Larochelle said he was glad to hear Dr. Green is careful about creating cliffs where funds are available to lower budgets one year but not the next year. Councilor Ward pointed out that infrastructure improvements would pay off in the end.

Councilor Ward asked that Dr. Green get the School's paving list to the Public Works Director, Randy Cyr, to be included with the town's list of paving requests for proposals that is scheduled for Council approval at their next meeting. Dr. Green indicated Allen Ouellette would have those estimates.

Councilor Ward asked that questions from the Finance Committee and Council be directed to Dr. Green. He asked the Town Manager to create a group email for questions and answers. He suggested each member use that group contact list throughout the budget season.

Councilor Ward explained the budget when completed would be adopted by the Council on May 11<sup>th</sup> and that the School Budget Validation Referendum Election will be held on June 8 this year. Voters will have time to respond by absentee or on Election Day.

## **OTHER BUSINESS**

### **A. COUNCIL COMMITTEE REPORTS - NONE**

### **B. TOWN MANAGER'S REPORT**

Mrs. Barnes reported the municipal budgets should be finalized by tomorrow and Councilors can pick up their thumb drives then. She mentioned that warrants, including payroll warrants need signing as well.

## **APPOINTMENTS -NONE**

## **COUNCILOR COMMUNICATIONS**

Councilor Ward thanked the Finance Committee for everything that they are doing. He said this budget process now has greater depth with all the involvement.

## **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE**

## **EXECUTIVE SESSION - NONE**

## **ADJOURNMENT**

**VOTE (2021-54)** Councilor Fellows, seconded by Councilor Larochelle moved to adjourn at 7:03 PM.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

---

Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: March 16, 2021