



**TOWN COUNCIL
MEETING MINUTES
VIA ZOOM
APRIL 27, 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 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kayla Tierney, Finance Director; Mark Stevens, Parks and Recreation Director; Diane Nadeau, Library Director; Finance Committee members- Heather Ward, Jesse Paul Zack, Noly Lopez, Curtis Lunt and Dan Leeman.

Mrs. Barnes gave an update on the Budget. She stated there is an increase in the Library Insurance because of someone resigning, bringing the budget up by 3.4% or \$302, 071. The Library will fill the position before the budget is finalized, so those numbers will change. She said she updated the School's Budget by a 3.1% increase of \$232,000. She stated the Budget items on hold are the Town Manager's Administrative Assistant going to Human Resources Director title, Legal, HRA Insurance, Abatements, Fire Department study, Police and Fire Department wages/benefits, Public Works, Planning Board Non Union Wages of \$5,000 and Facilities Contractor for Town Buildings.

Mrs. Barnes stated there is a Public Hearing on May 4th to present the School budget and special meeting on May 11th for the Council to vote on the School Budget. Mrs. Barnes recommended they meet May 11th at 6:00 pm to go over the list and projected revenues. She also recommended moving the Public Hearing for the Municipal Budget from June 15th to June 22nd and vote on it that night. This would mean the Council would only have one meeting in June.

BUDGET WORKSHOP

A. PARKS & RECREATION

Mr. Stevens presented the Parks & Recreation Department budget as follows:

OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	Changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 Projected Department Budget Appropriation
50102	Department Head	71,987.00	-	71,987.00	71,987.00
50104	Non-Supervisory	157,424.00	-	157,424.00	157,424.00
50130	Temporary/seasonal	144,000.00	-	144,000.00	144,000.00
50140	Overtime	4,513.00	-	4,513.00	4,513.00
50201	Unemployment Costs	324.00	-	324.00	324.00
50202	Workers Comp Insurance	17,629.00	-	17,629.00	17,629.00
50210	MEPERS - Employer Share	18,440.00	-	18,440.00	18,440.00
50220	Health Insurance	61,685.00	-	61,685.00	61,685.00
50230	FICA Employer Costs	28,911.00	-	28,911.00	28,911.00

50301	Office Supplies	1,200.00	-	1,200.00	1,200.00
50302	Operating supplies	41,700.00	-	41,700.00	41,700.00
50306	Postage	200.00	-	200.00	200.00
50307	Advertising	1,000.00	-	1,000.00	1,000.00
50352	Cell Phone/Allowances	840.00	-	840.00	840.00
50355	Co-Ed Softball/Fast Pitch	7,753.00	-	7,753.00	7,753.00
50356	Summer Trips	10,000.00	-	10,000.00	10,000.00
50357	Sunshine Hill	3,000.00	-	3,000.00	3,000.00
50358	New Programs	5,045.00	-	5,045.00	5,045.00
50359	Officials	3,800.00	-	3,800.00	3,800.00
50375	Gas	3,800.00	-	3,800.00	3,800.00
50377	Diesel	800.00	-	800.00	800.00
50380	Uniforms/safety equipment	500.00	-	500.00	500.00
50401	Professional Development	225.00	-	225.00	225.00
50413	Mileage	-	-	-	-
50414	Senior Meals Expense	7,000.00	-	7,000.00	7,000.00
50483	Security System Maintenance	-	-	-	-
50501	Vehicle Repairs	3,000.00	-	3,000.00	3,000.00
50510	Electricity	300.00	-	300.00	300.00
50511	Water Usage	4,500.00	-	4,500.00	4,500.00
50512	Telephone	3,540.00	-	3,540.00	3,540.00
50513	Sewer Expense	750.00	-	750.00	750.00
50522	Space Rental	2,200.00	-	2,200.00	2,200.00
50536	R&M: Equipment	5,000.00	-	5,000.00	21,000.00
50541	Grounds maintenance	9,200.00	-	9,200.00	9,200.00
50542	River Trail maint and repair	5,000.00	-	5,000.00	15,000.00
50543	R&M: Green Thumb	4,690.00	-	4,690.00	4,690.00
50556	Trash Removal	1,150.00	-	1,150.00	1,150.00
Total 16061500 Parks & Recreation		631,106.00	-	631,106.00	657,106.00

Councilor Lunt asked if more signs would be put up at the trailheads along the Walking trail for more visibility to the public. Mr. Stevens said he is planning to put up signs with a map and trail history on all access points. He is hoping to get a couple signs from this budget and will then get more after July 1.

Councilor Ward stated after talking with Mr. Stevens, that the Administrative Position brought back from part-time to full-time was part of the Non-Supervisory line adjustments. He said the new Overtime line is for a maintenance supervisor doing plowing at MTM, Town Office and the Library. Councilor Ward asked what the level of recreation program revenues are that offset this budget. Mrs. Barnes said she would look those over and present them at the next meeting. Mr. Stevens stated he is looking at increasing the afterschool program rates by \$5.00 or \$10.00 a week to level up to the Market for fee structures, which would bring in more revenue to help offset costs. He is also looking at other areas to increase as well.

Councilor Larochelle asked what programs the Bus was used for. Mr. Stevens said it is used for Summer Programs and the Senior Program. Mr. Stevens stated the cost to rent a 12 to 15-passenger van would be \$85.00 a day and the funds for that would come out of the funds raised from the Moxie Car Show last year and the one being held this year. He said these vans would make it difficult for the Seniors to get in and out of and the people would be sitting closer together. Councilor Larochelle recommended Mr. Stevens talk to the School Department to see if Parks and Rec can use their buses or vans. The Council requested Mr. Stevens get an estimate of how much it will cost to repair the bus by May 11th. Councilor Ward asked if a rental line could be added in this budget. Councilor

Larochelle asked how Mr. Stevens pays for the use of a school bus on certain field trips. Mr. Stevens said it comes out of salaries to pay for the driver and fuel comes out of the fuel line. They do not pay for the bus. Mrs. Barnes stated she has put the repairs of the bus on the unassigned fund balance list and if they decide not to fix it, then she will add a rental line to the Parks and Rec budget.

Councilor Ward asked what the funds in the Sunshine Hill line would be used for. Mr. Stevens said they are used for anything the Seniors need for their kitchens or dining rooms. They recently upgraded the floor in Room 9.

Mr. Lunt asked what MTM has for a security system. Mr. Stevens said they do not have a security system in place but have the cameras that can be viewed from his phone. Councilor Ward recommended using \$1,000 from the fund balance to update the security system. Mrs. Barnes will add that to the list as well as signs for the Walking Trail.

B. LIBRARY

Mrs. Nadeau presented the Library Budget as follows:

OBJ	ACCOUNT DESCRIPTION	FY22 Projected Managerial Budget Appropriation	Changes from presented budget on 3.16.2021 Increase (Decrease)	FY22 Proposed Budget presented 3.16.2021	FY22 Projected Department Budget Appropriation
50102	Department Head	59,641.00	-	59,641.00	59,641.00
50104	Non-Supervisory	108,461.00	-	108,461.00	108,461.00
50201	Unemployment Costs	560.00	-	560.00	560.00
50202	Workers Comp Insurance	703.00	-	703.00	703.00
50210	MEPERS - Employer Share	14,971.00	-	14,971.00	14,971.00
50220	Health Insurance	74,528.00	21,320.00	53,208.00	53,208.00
50230	FICA Employer Costs	12,860.00	-	12,860.00	12,860.00
50301	Office Supplies	3,100.00	-	3,100.00	3,100.00
50302	Operating supplies	30,000.00	-	30,000.00	30,000.00
50306	Postage	3,650.00	-	3,650.00	3,650.00
50308	Printing	250.00	-	250.00	250.00
50352	Cell Phone/Allowances	420.00	-	420.00	420.00
50401	Professional Development	175.00	-	175.00	175.00
50402	Dues and Memberships	100.00	-	100.00	100.00
50413	Mileage/ travel reimbursement	75.00	-	75.00	75.00
50511	Water usage fees	240.00	-	240.00	240.00
50512	Telephone	2,304.00	-	2,304.00	2,304.00
50513	Sewer Expense	175.00	-	175.00	175.00
50535	Rentals of Equipment	500.00	-	500.00	500.00
50536	R&M: Equipment	1,000.00	-	1,000.00	1,000.00
	Total 16060500 Library	313,713.00	21,320.00	292,393.00	292,393.00

Mrs. Nadeau stated the Non-Supervisory part-time position will go from 15 to 10 hours due to the decrease in circulation and in house use.

Mrs. Nadeau said the Postage Line should also include the Inter Library Loan. She said the Inter Library Loan funds pay for the van delivery of items they send out to area libraries and items that come in to the Lisbon Library. She reported the library has received 1,090 items and have sent out 1,700 items so far this fiscal year. She said it is

a wonderful service for the community and much more affordable then having to buy those items. She said the library currently has two days of service and would recommend adding one more day due to more of a need. The Postage covers costs for mailing out overdue/final notices to customers and library bills etc.

Mr. Lunt asked why the Health Insurance line increased. Mrs. Barnes said that the library has a vacant full-time position and budget at the higher rate until someone is hired so they do not under budget for insurance.

ADJOURNMENT

VOTE (2021-94) Councilor Ward, seconded by Councilor Albert moved to adjourn at 6:48 pm.

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

Lisa B. Smith, Deputy Clerk
Date Approved: May 4, 2021