



**TOWN COUNCIL  
WORKSHOP MINUTES  
MARCH 29, 2022  
LISBON TOWN HALL**

Mark Lunt 2022  
Donald Fellows 2022  
Jason Smith 2022  
Fern Larochelle 2023  
Harry Moore, Jr. 2024  
Raymond Robishaw 2024  
Clifford Miller 2024

**CALL TO ORDER.** The Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Lunt, Larochelle, Robishaw, Smith, Miller, and Moore, Jr. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; John Cordts, Lisbon EMS; Nate LeClair, Fire Chief; and one citizen in the audience. Chairman Larochelle excused Councilor Fellows. Also present from the Finance Committee were Chairman Curtis Lunt, Jesse Zack, and Dan Leeman. Town Clerk, Twila Lycette, attended with Lisa Ward, Assistant Town Clerk.

**BUDGET WORKSHOP**

**A. TOWN CLERK**

Lisa Ward, Assistant Town Clerk, presented the Town Clerk Budget with Twila Lycette. Ms. Ward said that Phase I of the Restoration Project has been completed, Volumes 15, 16 and 17, plus the scan and file of the documents. Phase II will be Volumes 18, 19 and 20 plus two very historical volumes of Selectmen Records which are both over 100 years old. The Selectmen Records will bring us up to the more current restored records we've already had done. The final Phase will be fiscal year 23-24, to include Records of Marks, Divisions and Fences, finishing up the Clerks Records, Overseers of the Poor and Mortgage Records. Ms. Ward pointed out that mortgage records from that era, 1866-1875, are not kept anywhere else, and that here in New England we have the oldest such records in the country.

Ms. Ward stated the mission of the Town Clerk's office is to efficiently and accurately maintain all town records, conduct state and local elections in accordance with state law and local charter, issue local licenses and vital records, assist with dog licensing, and to provide information to the public and local officials in a sociable and pleasant manner. She said the Clerk keeps record of all ordinances and other records per State statute, and, as Freedom of Access Officer, maintains copies of FOA training certificates and oaths. She also said the Clerk obtains and maintains certificates of births, marriages, and deaths; attests and reports on vital statistics of the Town of Lisbon as required by state law, and prepares and distributes the Annual Town Report prior to the municipal budget public hearing. She added that the Town Clerk conducts and supervises all elections.

For Staffing, Ms. Ward stated we have a full-time Town Clerk, a full-time Deputy Clerk, and a limited part-time Assistant Clerk to cover occasionally and during elections. She said the total budget of \$180,601.00 is a \$10,557.00 increase over last year's budget of \$170,044.00. Temporary Wages for Election Clerks and part time coverage totals \$8,000.00, \$4,620.00 less than last year because we are in a non-presidential election year. November elections wages are estimated at \$3,390.63, June's elections wages at \$2,950.00, making up the bulk of the budget line. Overtime wages for the Deputy Clerk are \$2,600.00, \$300.00 over last year's budget, including elections overtime, Council workshops, Planning Board and Assessment Review Board meetings.

Ms. Ward said Office Supplies are at \$2,000.00, the same as last year, and mainly cover paper, election time food, labels, envelopes, elections for Voter lists, and dog licensing. Postage and Delivery were increased from \$1,400.00 to \$1,600.00 due to not having estimated enough for the previous budget. Advertising also remained the same as last year's budget at \$800.00, and includes ads required by ordinance. For Printing costs, Ms. Ward stated the budget line of \$2,700.00 is less than last year since we now share ballot costs with the Water Department. Printing includes ballots, voter cards, binders for Council, Planning Board and Board of Assessment Review minutes, and Annual Town Reports. Cell phone reimbursement remained the same as last year at \$420.00, and Professional Development increased from \$700.00 to \$1,800.00 to include recommended training and certifications for the new Town Clerk and for the Deputy Clerk. Ms. Ward explained that outgoing Clerk Mrs. Lycette recommended all of the MMA and New

England trainings for Ms. Ward. It includes the 3-year program, 1 week per year that will allow Ms. Ward to earn the International Certified Municipal Clerk designation in order to serve Lisbon best. The Meetings and Dues budget of \$400.00 includes dues for both the Clerk and the Deputy Clerk. Meals and Lodging at \$1,010.00 and Mileage/Travel Reimbursement at \$450.00 both support the education line for rooms, meals and travel for trainings and certifications.

Ms. Ward said the Contracted Services line includes Police Department patrol coverage during elections in June and November, it is budgeted at \$1,260.00. The Professional Services line at \$10,450.00 includes the annual fee for keeping ordinances up to date online. She said we were doing two per year but it was not sufficient for Lisbon's needs and we need to do four supplements per year to stay current, that is \$8,000.00 of that budget line. She presented the Equipment line for repairs and maintenance at \$2,800.00, the same as last year, to maintain the roller shelving in the vault and for leasing polling equipment from the state for elections.

Councilor Larochelle asked if the Training budget is sufficient for both the Clerk and the Deputy. Mrs. Lycette confirmed it is. Councilor Robishaw wondered if the cost for Travel is sufficient, Mrs. Lycette said it should be enough. Councilor Larochelle asked why overtime for the Deputy is so different from last year's expenditure. Mrs. Lycette said it may not have been taken from the correct budget line and Mrs. Tierney said she will look into it. Mrs. Lycette said the budget line is an accurate estimate of the expected overtime.

#### B. POLICE DEPARTMENT – COMM CENTER – ACO

*Moved to last item.*

Police Chief Ryan McGee presented the budgets for the Police Department, Comm Center and Animal Control. He dedicated the presentation to K-9 Moxie. He said upcoming events include the Memorial Day Parade, Moxie Festival and the Blues Festival, all of which will require police coverage. He said some excellent programs that have been positive for Lisbon over the past year include the Options program to allow mental health drug abuse counselors to work with Lisbon PD at no cost to help those with drug addiction issues; a senior citizen fraud awareness program; Handle with Care program to proactively help students at school with delicate situations and work with the School Resource officer and school counselors; ALICE training to help prepare school and municipal staff for active shooter incidents; and the 9/11 Ceremony at Ricker Park, which was well attended.

Chief McGee gave an overview of the Police Department. He said there are 14 full time officers, we are filling a fifteenth spot. Our four schools are currently covered by one School Resource Officer, he is seeking a grant to have a second SRO. According to Maine Police Employment Data there are 1,639 police officers in Maine. He said our population of 9,711 should have a total of 18 police officers to serve the population effectively. He said we have three part time reserve officers and Lisbon is the 23<sup>rd</sup> largest community, out of nearly 500 in Maine and we are close to high crime areas. He stated that in 2020 we only had 9 full time police officers due to deployment, training, and empty positions.

Chief McGee stated he wants to invest in police officers for retention, that other towns offer much higher pay. He said pro-active recruitment, fair pay per the CMA study we recently had done, and retention efforts will help. He said for temporary/seasonal employees, including reserve officers, he will need to increase staff for large events. Professional Development is for the Maine Criminal Justice Academy, and approximately 90% of that budget is for personnel.

Mr. Curt Lunt asked what the starting pay for a patrolman is. Chief McGee stated it is currently at \$19.00 per hour, but implementation of the pay study will raise that to \$25.00.

Chief McGee said the PD community outreach includes Special Olympics, DARE, Citizens Police Academy and outdoor programs to include biking and fishing at Beaver Park. He said he would like to increase training for officers to become Trainers, this helps reduce liability. Another addition will be body-worn Cameras. He said they increase transparency and accountability and allow for better documentation. He said we need to upgrade current cameras and he is looking for grants to implement body-worn cameras by 2023. He also will add it to the Capital Improvement Plan.

Chief McGee said the Communications Center has 4 full time officers, 2 are new, and one more new one by summer will increase the personnel budget by \$18,377.00. He said Animal Control Officer Jeff Cooper is fulltime and Ray Schlotterbeck is part time. He said he had 526 calls for service in Lisbon, and have had an increase in revenues for other calls.

Chief McGee stated the majority of the changes are due to the CMA pay study.

Councilor Larochelle asked about gas price accuracy, Chief McGee said it should be \$4,429.00, it should be very close. Mr. Leeman asked if enough time was allowed for court time now that Covid restrictions are no longer in place. Chief McGee said the courts still use Zoom, so it should be accurate for this year.

Councilor Larochelle asked about the Chief's budgeted salary, since it is lower than the pay study. Chief McGee said he felt it was still fair and did not wish to see it higher at this time. Councilor Larochelle asked what it would be if we put it at the same pay study level we put all the others. Mrs. Tierney said it is currently at \$92,560, it would be in the \$95,285.00 to \$101,129.00 range. Councilor Larochelle said he would like to see it go to at least the \$95,285.00 amount to protect the Town and so it won't be behind the other pays. There was general agreement among the Council and Finance Committee members for that amount.

### C. FIRE DEPARTMENT

*Taken up out of order, after the EMS/Lisbon Emergency presentation.*

Chief Nate LeClair said the Fire Department these days is more of an All Hazards Response due to the varied nature of their calls, which include not only Fire calls but also calls for power lines, water issues, and medical calls. He stated their responsibilities have grown a great deal over the past 35-40 years. He said for payroll issues the non-supervisory line was split before, this year we put call firefighters on the seasonal line. He stated Worker's Comp and Insurance are reflective of a new position. Also, the Temporary/Seasonal line is different because of changing to a pay scale that reflects the job each person does.

Chief LeClair said his goal is to have three people on in the daytime, which is the hardest time to cover because so many firefighters have daytime jobs. It will give us more people and reduce response time for the daytime calls. Councilor Larochelle asked if that means during the day there will be two regular staff and one per diem, to come up to the three person staffing level. Chief LeClair said yes, it will help to backfill other time off, as well.

Chief LeClair said Operating Supplies amount is \$9000.00 mainly due to supply chain issues. He said it includes clothing allowances, which include dress uniforms as part of the retention program. He said the firefighters also need physicals, pre-employment plus regular, due to the use of respirators.

Chief LeClair said he estimated the gas and diesel costs using current rates, not knowing what they may be in the near future, that they may be more. He said the Tire budget is in case something goes wrong, there are no scheduled replacements. He also said Professional Development wasn't spent due to issues, he will try to get more trainings, they are needed.

Councilor Larochelle said, now that we have another full time staff, will that allow us to have in-house trainings? Chief LeClair replied that we do in-house trainings now, but the Fire Academy is required.

Chief LeClair continued that his Capital Reserve amount for new vehicles per the Capital Improvement Plan (CIP) is \$75,000.00. He said he does plan to buy six new radios per year to bring the radios up to par. It's not much of an actual increase, it moved to a different line on the budget. He also pointed out that EMS supplies are up due to Covid and changes in Maine EMS rules.

For personal protection equipment, including air masks, vests, boots, gloves and helmets, Chief LeClair said he has \$15,000.00 in the CIP. He also said that some hoses need replacement, they have become de-laminated. He said it raised the budget by \$3,000.00. He said the Equipment line also includes axes, poles, chainsaws, extrication equipment. He said the CIP includes some, too. He said CIP replacements also include car 4, a pick-up truck, and that they will also use TIF money for that.

Councilor Larochelle asked about possible relocation due to the construction on Main Street. Chief LeClair answered that he spoke with Shane at McGee Construction, there should only be a one or two day at a time issue. They will relocate to Public Works during that time and firefighters will bring equipment home with them for responses since it is usually kept at the firehouse. He said for parking the volunteers can use the parking lot on Booker Street, which is right behind the fire station. He said they will need to build a staircase, there is a ten-foot incline to get from the parking lot to the station. He also said they will work around not being able to make left hand turns out of the fire station.

### D. LISBON EMERGENCY

*Presented out of order after the Clerk's Budget.*

John Cordts, Lisbon Emergency, presented on behalf of Chief James MacDonnell. He said the last year has been very challenging for EMS in Maine, that Lisbon Emergency lost 3 paramedics and one basic EMT due to vaccine

mandates during Covid. He said if the mandate is rescinded they may get them back. He said they were paying basic EMTs \$14.00 per hour, have raised it to \$16.00 for retention but it did not recruit or back fill lost staff. He said staffing was already a crisis, but Covid accelerated it, and it is a crisis across the country.

Mr. Cordts said that during the Omicron spikes of Covid this winter the EMS was overwhelmed with calls and transfers. He stated Lisbon Emergency still assists with transfers on Fridays to the hospital can admit and discharge patients more quickly. He said that second truck helps generate Lisbon revenue as well as being available for second calls when not on a transfer.

Mr. Cordts stated the 22-23 budget will get them back to normal staffing and retain current staff. He said they can no longer be below average in payroll. Budget 2022 was \$199,841.00; budget 2023 will be \$334,627.00. He said training costs for new Basic EMTs are higher due to a lack of real world clinical training because of Covid. He explained this is why the budget is higher this year. He said they budgeted \$6,000.00 for an external audit and computer expenses, also certification tracking software and inventory control software. He also stated this year's business plan includes a CIP for future and that is also included in the budget. One ambulance needs to be replaced, it will arrive in July 2022, the first new ambulance since 2006.

Mr. Cordts said they came in under budget for expenses for the last nine years, and saw increased revenue this year. He said they had an excess of cash on hand of \$100,000.00 and are using it to reduce the amount the towns of Lisbon and Bowdoin pay. He said goals for FY 22-23 are to raise paramedic coverage back up to 97%, review and update bylaws, review and update their continuous quality improvement plan, do an independent financial audit, look for better ways to provide patient care and to improve communication with partner towns.

Mr. Cordts thanked Lisbon for continued support and said LEMS looks forward to continuing to work together in the future.

Mr. Curt Lunt asked why income was only at \$7,000.00 for the past year. Mr. Cordts said income has not gone up but expenses have gone up. He said they are buying an ambulance at \$289,000.00 and financing it for three years to save on interest. He said a 10 year loan would be over \$50,000.00 in interest, the three year loan is only \$4,000.00 in interest.

Councilor Moore asked how many employees are there. Mr. Cordts said about 20, only the Chief is full time right now. He said they staff 24/7 in 12, 24 or sometimes 36 hour shifts at the ambulance barn. He said one ambulance is in Lisbon. One day per week they do transfers.

Councilor Lunt asked if transfers were in the revenues, Mr. Cordts said it wasn't because they didn't know it would last so long. He said they put revenues toward the towns portions of the stipend to reduce towns costs. Councilor Robishaw asked why personnel cost is so high. Mr. Cordts said there are two on staff 24/7 plus the chief, plus workers comp and payroll tax.

## E. EMA BUDGET

*Followed Fire Department presentation.*

Chief McGee stated that Lisa Ward is resigning as EMA director for her other duties as Town Clerk. He said the Emergency Management Director helped make sure we have a shelter with a generator at Lisbon High School for emergencies, and has worked with Fire, Police and Public Works on emergency plans. He said Councilor Moore has advocated starting up the Public Safety Committee again.

Councilor Moore asked why LEMS budget is on this one, Chief McGee said that will change in future. Councilor Larochelle asked if the salary is adequate, Chief McGee said it is typical and is budgeted for 26 hours per year.

## ADJOURNMENT

The Chairman, seeing no further business, adjourned the meeting at 8:27 PM.