



**TOWN COUNCIL
WORKSHOP MINUTES
APRIL 26, 2022
LISBON TOWN HALL
6:00 PM**

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 Fellows, Lunt, Larochelle, Robishaw, Smith, Miller, and Moore. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; Diane Nadeau, Library Director; Mark Stevens, Parks & Recreation Director; Steve Aievoli, Sewer Department Director; Finance Committee members Heather Ward, Curtis Lunt, Jesse Zack and Dan Leeman; and approximately 5 citizens in the audience.

BUDGET WORKSHOP

A. LIBRARY

Diane Nadeau presented the budget with members of the Library Governing Board available for questions. Members were Jo-Jean Keller, Trudy Duval, Hillary Kuhl and Mike Crosskill. She said the Library was created by a group of Lisbon residents in 1932, and quoted Mrs. Lester Garish, "This is your Library—watch it grow." She went on to present the Library's Mission:

The objectives of the Lisbon library department are to select, organize and preserve a collection of books and other materials which is freely available to all residents of the Town of Lisbon, within the constraints of space and budget.

Next, Mrs. Nadeau stated the budget salary change for the Director is due to the pay study. Non-supervisory positions include part time positions, she is requesting a full time position and that will negate the part time ones she currently has. She will then have two full time at 40 hours per week and one employee at 30 hours per week.

Mrs. Nadeau reviewed the additional employee costs, and said office supplies have not changed. She explained they purchase through the Maine State Library for discounts on Library supplies, and they participate in the same discount program for paper as the Town and Schools.

Mrs. Nadeau said that operating supplies is her biggest budget line. It includes the Just Seniors outreach program, which includes finance, technology and other issues that directly affect Seniors. She went on to say that the budget includes a 5% increase for online services to expand the Library's demographics to more residents, to supplement and complement the Library's in-house services. She said the supply chain is getting better, and the budget includes fees for cloud-based services. She is currently researching other helpful online services for patrons.

To highlight some of the Library activities, Mrs. Nadeau said a local woodcarver is showing his artwork at the Library and they are using Facebook to spread the word. Also very popular, she said the Discover kits are attracting a lot of families, children and homeschoolers.

Moving on to postage and inter-library fees, Mrs. Nadeau said the Library gets interlibrary loan items three times per week. It helps to save money because the Library doesn't have to buy or house the loaned materials. Mrs. Nadeau said we shared 2,100 books with other libraries. She said postage is for bills and general mailing needs.

Mrs. Nadeau said the printing budget has changed because we don't have to buy barcodes anymore. She said cell allowance and professional development stayed the same. She stated there is no indication that the State Library will be doing live classes, they are by Zoom. She said she and her staff take their classes online. She said phone service includes four phones, the fax service and the security cameras. She explained rentals are at \$0 due to the Town making copier purchases.

Mrs. Nadeau explained the large increase in repairs and maintenance is due to the need to replace the carpet in the Children's Room as a one-time fee. She said the carpet was installed in 2001 and has been through two floods and an oil leak. She said this was originally part of her CIP plan but the Finance Director explained it should be a one-time purchase.

Mrs. Nadeau reviewed Children's services, describing the building challenges in the Lego Building Program, which include Lego Robotics. She said the Library purchased Robotics kits and laptops to teach science, technology and engineering. Mrs. Nadeau said the Children's Storytime is so important for the little guys, it invests in their future.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
16060500	50102	Department Head	\$77,730.00	\$ 18,089.00	30.33%
16060500	50104	Non Supervisory	\$164,788.00	\$ 56,327.00	51.93%
16060500	50201	Unemployment Costs	\$373.00	\$ (187.00)	-33.39%
16060500	50202	Workers Comp Insurance	\$655.00	\$ (48.00)	-6.83%
16060500	50210	MEPERS - Employer Share	\$24,737.00	\$ 9,766.00	65.23%
16060500	50220	Health Insurance	\$86,730.00	\$ 26,065.00	42.97%
16060500	50230	FICA Employer Costs	\$18,553.00	\$ 5,693.00	44.27%
16060500	50301	Office Supplies	\$3,100.00	\$ -	0.00%
16060500	50302	Operating supplies	\$31,500.00	\$ 1,500.00	5.00%
16060500	50306	Postage	\$4,015.00	\$ 365.00	10.00%
16060500	50308	Printing	\$250.00	\$ -	0.00%
16060500	50352	Cell Phone/Allowances	\$420.00	\$ -	0.00%
16060500	50401	Professional Development	\$175.00	\$ -	0.00%
16060500	50402	Dues and Memberships	\$100.00	\$ -	0.00%
16060500	50413	Mileage/ travel reimbursement	\$75.00	\$ -	0.00%
16060500	50511	Water usage fees	\$240.00	\$ -	0.00%
16060500	50512	Telephone	\$2,419.00	\$ 115.00	4.99%
16060500	50513	Sewer Expense	\$181.00	\$ 6.00	3.43%
16060500	50535	Rentals of Equipment	\$0.00	\$ (500.00)	-100.00%
16060500	50536	R&M: Equipment	\$11,350.00	\$ 10,350.00	1035.00%
Total 1606500 Library			\$427,391.00	\$ 127,541.00	42.53%

Councilor Moore asked if we have book kiosks in Lisbon. Mrs. Nadeau said we have two for Seniors so far, may be opening up more. Mr. Stevens said there is already one in Beaver Park, Mrs. Nadeau said the Library can help to keep it stocked.

Councilor Larochelle asked if the phone and fax lines should be updated, they are still land lines. Mrs. Tierney said the Town sends quite a few people to the Library for fax, print and photocopy services.

B. PARKS & RECREATION

Mark Stevens presented the Parks & Recreation budget to the Council. He said he wants to note that neighbors don't know neighbors anymore. Our job, he said, is to bring people together and get outside to enjoy our parks, gardens and trails. He said that the Recreation department was established in summer of 1970 with the School department, with a director who was also a full time teacher. That director also served as Beaver Park director until 1983. Mr. Stevens said that he, himself, was hired in 1993; his office was a closet in the Sugg School, and his annual budget was \$68,000.00 per year.

Mr. Stevens said in 1996 the Moxie 5K Road Race was started, with 500 runners and no electronics to help with the operations. He said in 2004 the MTM became home to the Recreation Department, and the public began volunteering. In 2005 the before and after school programs were started, and in 2015 Parks, Gardens, Trails and Cemeteries were added to make it the Parks & Recreation Department. In 2018, the Moxie Festival was added to the list of events run by Parks & Recreation.

Mr. Stevens said staffing is currently made up of a director, full time employees, season and part time employees, and volunteers for the Festival, programs and more. He stated the Conservation Commission is also under the Parks & Recreation umbrella.

Mr. Stevens described current work by the department, including mowing the Worumbo park space and mowing at Kelly Park. He said they've been working on the Miller trail guardrails, and are waiting for the timbers to come in to complete the gazebo at Graziano Square. He said the department works on many events, including Moxie Festival, Winter Fest, National Night Out, and many more.

Mr. Stevens said that many community groups use the MTM Center, including the Historical Society. He said his staff is responsible for maintenance of trails, and Beaver Park is dog friendly and also has horseback riding.

Mr. Stevens addressed the new items in his budget: a full time Assistant Director, full time maintenance person, a new UTV, new dump truck, and new dugouts for some of the ball fields.

FY2023 Proposed Budget

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
16061500	50102	Department Head	\$84,677.00	\$ 12,690.00	17.63%
16061500	50104	Non Supervisory	\$268,300.00	\$ 110,876.00	70.43%
16061500	50130	Temporary/seasonal	\$157,070.00	\$ 13,070.00	9.08%
16061500	50140	Overtime	\$5,000.00	\$ 487.00	10.79%
16061500	50201	Unemployment Costs	\$372.00	\$ 48.00	14.81%
16061500	50202	Workers Comp Insurance	\$16,520.00	\$ (1,109.00)	-6.29%
16061500	50210	MEPERS - Employer Share	\$23,818.00	\$ 5,378.00	29.16%
16061500	50220	Health Insurance	\$87,669.00	\$ 25,984.00	42.12%
16061500	50230	FICA Employer Costs	\$39,401.00	\$ 10,490.00	36.28%
16061500	50301	Office Supplies	\$1,500.00	\$ 300.00	25.00%
16061500	50302	Operating supplies	\$47,000.00	\$ 5,300.00	12.71%
16061500	50306	Postage	\$200.00	\$ -	0.00%
16061500	50307	Advertising	\$1,000.00	\$ -	0.00%
16061500	50351	Clothing/Boot Allowance	\$0.00	\$ -	0.00%
16061500	50352	Cell Phone/Allowances	\$840.00	\$ -	0.00%
16061500	50355	Co-Ed Softball/Fast Pitch	\$7,853.00	\$ 100.00	1.29%
16061500	50356	Summer Trips	\$20,000.00	\$ 10,000.00	100.00%
16061500	50357	Sunshine Hill	\$3,000.00	\$ -	0.00%
16061500	50358	New Programs	\$5,045.00	\$ -	0.00%
16061500	50359	Officials	\$3,800.00	\$ -	0.00%
16061500	50375	Gas	\$5,700.00	\$ -	0.00%
16061500	50377	Diesel	\$1,800.00	\$ -	0.00%
16061500	50380	Uniforms/safety equipment	\$1,000.00	\$ 500.00	100.00%
16061500	50401	Professional Development	\$1,500.00	\$ 1,275.00	566.67%
16061500	50402	Dues and Memberships	\$0.00	\$ -	0.00%
16061500	50414	Senior Meals Expense	\$7,000.00	\$ -	0.00%
16061500	50501	Vehicle Repairs	\$3,000.00	\$ -	0.00%
16061500	50510	Electricity	\$300.00	\$ -	0.00%
16061500	50511	Water Usage	\$4,500.00	\$ -	0.00%
16061500	50512	Telephone	\$3,828.00	\$ 288.00	8.14%
16061500	50513	Sewer Expense	\$773.00	\$ 23.00	3.07%
16061500	50522	Space Rental	\$2,200.00	\$ -	0.00%
16061500	50536	R&M: Equipment	\$5,000.00	\$ -	0.00%
16061500	50541	Grounds maintenance	\$9,200.00	\$ -	0.00%
16061500	50542	River Trail maint and repair	\$5,000.00	\$ -	0.00%
16061500	50543	R&M: Green Thumb	\$4,690.00	\$ -	0.00%
16061500	50556	Trash Removal	\$1,150.00	\$ -	0.00%
16061500	50710	Equipment	\$11,200.00	\$ 11,200.00	100.00%
Total 16061500 Parks & Recreation			\$840,906.00	\$ 206,900.00	32.63%

Mr. Stevens shared some stories about the Rec department, and said they are a part of the history of the town and they affect the community. He ended with a video of Beaver Park, and said it is a goldmine. He said the resident's fee is \$2.00, and season passes are available for \$20.00.

Councilor Moore asked if the Rec department has considered an all-beef hot dog option when they make hot dogs, in consideration of the Muslim community not eating pork. Mr. Stevens said he really hadn't thought of it, but it is wise to consider it.

Mr. Curtis Lunt asked why Summer Trips have gone from \$10,000.00 to \$20,000.00. Mr. Stevens said during Covid it was lower, it's coming back up because more places are opening.

Councilor Moore asked what the average revenue for the gym is. Mr. Stevens said it's currently \$7,000.00 to \$8,000.00, but pre-Covid it was about \$15,000.00. He said we recently raised the rates, but we don't advertise because there would be too many people. He said one of our goals is to improve and upgrade the gym.

Mr. Stevens stated he is expecting a total of about \$257,000.00 in revenues this year. Mrs. Tierney said they are working on making the revenues more accurately reflected, due to our fiscal year.

Councilor Larochelle asked if there is enough in the budget for all the maintenance that has to be done. Mr. Stevens said the problem is really finding people who are willing to work seasonally for \$16.00 per hour. He said there is a full time seasonal spot that's been on staff. Chief McGee said he could see that becoming a full time year round position instead of seasonal.

Mrs. Tierney said updates to the budget include a stipend for Mr. Stevens of \$4,800.00 as Beaver Park Ranger. She said they also include allowances for food and clothing for full time workers, similar to Public works, to include shirts, boots, and personal protection.

C. MUNICIPAL REVENUE

Mrs. Tierney reviewed the Municipal revenues using a spread sheet. She explained that Covid 19 has changed how we talk about revenues. She said we saw an increase in Motor Vehicle revenues during Covid due to stimulus checks being issued and a period of time where a grace period was granted by the Governor for registering vehicles. The purchase of new vehicles is going back down, she explained, and it seems appropriate to decrease this line item. She said 2021 was an anomaly due to people buying new cars with stimulus money, now there aren't new cars available to purchase.

Mrs. Tierney said for Interest and Penalties we budgeted \$33,000.00 but we are now estimating that to be \$36,000.00. She said State Revenue Sharing increased by \$855,913.00, and Veterans and Tree Growth stay the same as previous year. She said State roads are going up 2% due to salt and sand costs.

The Sewer reimbursements, Mrs. Tierney explained, are for Finance Director and Town Manager salaries and benefits. She said Water is a 5% increase and Sewer is an 8% increase. She suggested we review it annually, it is good for both the Town and those departments. She also explained the reason is because the Town is the Sewer and Water payroll provider. She said she put Sewer back at 8% instead of 10% to be consistent with past billing.

Mrs. Tierney said the increase in business licenses is due to the Marijuana licensing fees. She said this includes 75% of the licensing for Marijuana businesses, the other 25% goes to the DARE program.

Mrs. Tierney said Electrical permits are being done separately from contractors now, it's the first year we separate them. She confirmed this will be re-evaluated after the first year to make sure it is working for us.

For General Assistance, Mrs. Tierney said we see an increase of \$3,500.00, and the State reimburses is 70%. She said the Sabattus share of the ACO budget is \$19,213.83, Bowdoin is \$11,267.74, and Durham is \$12,134.03, all excluding the Animal Shelter contract. She also said Solid Waste permits will increase to \$35.00 as part of the plan to increase to \$60-\$65 over a series of years. She also pointed out the 20.37% increase in yard items.

Mrs. Tierney said the Beaver Park revenues are restricted to Beaver Park for improvements, and that restricted revenues are not included in the revenues. She said Economic Development numbers are based on the projected budget, and 3% of the Sewer increase of 3.49% due to cost increases. She pointed out that there is also additional Sewer revenue due to new construction.

D. FINALIZE BUDGET

The Chairman, seeing no objections, moved the item to the next agenda.

ADJOURNMENT

The Chairman, seeing no further business, adjourned the meeting at 7:49 PM.

Lisa M. Ward, Council Secretary
Town Clerk
Date Approved: May 3, 2022