



**TOWN COUNCIL
MEETING MINUTES
MARCH 7, 2023
LISBON TOWN OFFICE
6:00 PM MEETING**

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

CALL TO ORDER. The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

ROLL CALL. Members present were Councilors Cain, Fellows (remote attendance), Keller, Larochelle, Lunt, Moore, and Robishaw. Also present were Glenn Michalowski, Town Manager; Dr. Richard Green, School Superintendent; Kayla Tierney, Finance Director; Nate LeClair, Fire Chief; School Committee Members Kelli Rogers, Len Lednum, Margaret Galligan-Schmoll and Laura Craig; and Finance Committee member Kevin Ridley. There were no citizens in the audience.

GOOD NEWS & RECOGNITION- NONE

PUBLIC HEARINGS

- A. SPECIAL ENTERTAINMENT PERMIT FOR FLUX RESTAURANT, LLC**
- B. LIQUOR LICENSE FOR OLIVE PIT BREWING CO., LLC**

The Chair opened and closed the Public Hearings with no comments.

AUDIENCE PARTICIPATION & RESPONSE FOR AGEND ITEMS

Kelli Rogers, resident and School Committee member asked that the Council keep in mind as they listen to the Budget presentation, that the School Department has worked very hard over the last couple of years to rebuild the School System and have made sure the needs of the children are met.

CONSENT AGENDA

VOTE: (2023-38) Councilor Larochelle, seconded by Councilor Cain moved to accept the Consent Agenda Items as follows:

- A. Municipal Accounts Payable Warrants - \$ 253,353.84
- B. Municipal Payroll Warrants - \$ 248,757.52
- C. School Accounts Payable Warrants - \$ 144,717.48
- D. School Payroll Warrants – \$ 356,586.19
- E. Approve the Minutes of February 21, 2023
- F. Special Entertainment & Liquor License for Flux Restaurant, LLC and
- G. Set Public Hearing for March 21st for Victualer's License for Elite Nutrition

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order passed – Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

LIQUOR LICENSE FOR OLIVE PIT BREWING CO., LLC

VOTE: (2023-39) Councilor Fellows, seconded by Councilor Larochelle, moved to approve the Liquor License for Olive Pit Brewing Co., LLC.

Roll Call Vote: Yeas – Moore, Robishaw, Fellows, Keller, Larochelle and Lunt. Nays – None. Abstain – Cain.
Order Passed 6-0.

SCHOOL BUDGET PRESENTATION TO COUNCIL AND FINANCE COMMITTEE

INTRODUCTION:

Dr. Green stated the proposed 2023-24 school budget figures that he shared with the Council and Finance Committee, as in the past, still have a few remaining variables that could impact the budget both positively and negatively. An overview of the financials is summarized by the updated Subsidy Comparison Report dated March 1, 2023, and a list of the remaining variables is provided below as part of my presentation this evening.

Over the last few years the Lisbon School Department has been faced with many challenges as a result of the COVID-19 pandemic, the negative impact that the pandemic has caused on the social and emotional well-being of our students and staff is still unknown. With that being said, the Lisbon School Committee has been proactive in acknowledging these increased needs by adding additional staff to provide the services required to help identify and support our students and staff. Another direct result of the pandemic involves the fact that since the start of the pandemic the housing market in Lisbon has been one of the most active in the entire state. As a result, our total student enrollment has continued to increase to numbers higher than they were prior to the pandemic. The Lisbon School Committee has also been aware of these increased numbers and again tried to be proactive by adding additional classroom staff to keep the average classroom sizes manageable. Adding all of these additional supports and services have come with a cost that has impacted our proposals the last two years and we would like to thank the Town Council and voters for their continued support. With that being said, the 2023-24 proposed budget has been directly influenced by our current student enrollment numbers which has resulted in the Lisbon School Department receiving an additional \$776,847 in state subsidy. This additional funding has allowed us to present an initial proposal this evening that would result in a decrease to the local taxes of \$32,194. Although this amount is not significant enough to make much of a noticeable difference in your individual tax bills, the current proposed budget focuses on our needs while also addressing the financial challenges that we are all facing in this current economy.

As in the past, any changes to our budget will be included in updated Subsidy Comparison Report's as most people have been generally more interested in knowing what the actual impact will be to their local taxes. As you can see from the Budget Summary Report, the majority of the increases to this budget are the direct result of our increases in salaries and benefits. Currently we have insurance budgeted for 9% and we are also honoring and following the approved process that we agreed to as we continue our negotiations with the LEA.

Budget Goals/Focus

Our primary goal for the 2023-2024 school budget was to maintain the current student programs and services by including the \$164,425 of federal money (ARF Funds) that was used to pay for support services for trauma and guidance related staff in our general budget. Like last year, we are well aware of the current economic situation facing members of our communities and the additional state subsidy has allowed us to prepare a budget that doesn't have any increase to the local taxes. As always, we will continue to look at our current programs and services to make sure that we are operating in the most efficient manner and we will consider additional restructuring through attrition and needs that will be addressed through our professional conversations.

Subsidy Comparison Report (3/1/2023)

As you can see from the updated 3/1/2023 Subsidy Comparison Report, the total operational cost increase for the 2023-24 school year is \$569,154 with a decrease in the local taxes of \$32,194.

Additional Areas of Potential Savings/Costs (Variables)

Anticipated/Actual Resignations (Restructuring)

Anticipated/Actual Retirements (March 1st+) |

Capital Reserve

Gartley Street School

Health Insurance

LEA Negotiations (On-Going)

Regular Instruction Reserve Account Transfer

Service Center (WMESC)

State Funding (Enrollment)

Special Education (Enrollment)

Unanticipated Revenue

Unassigned Fund Balance

Notable Increases, Decreases and Transfers

Salaries/Benefits

- Salaries (\$554,426)

- Insurance 9% (160,358)

Trauma Support Services (50%)

Maintenance Contract

MSMA Insurance

Purchased Services (Accounting Software, JMG)

LISBON BUDGET PRIORITIES**2023-2024**

- Improve and/or increase, when possible, all existing programs with a focus on students' academic and social emotional growth.
- Remain focused on our mission and vision.
- Maintain existing 5-year Capital Plan.
- Consider technology improvements.
- Maintain professional development and time for staff.
- Maintain program/facility improvements linked to the New England Association of Schools & Colleges (NEASC) recommendations at Lisbon High School and general facility improvements at Lisbon Community School, Philip W. Sugg Middle School and Gartley Street School.

Adopted: January 23, 2023

23-24 Subsidy Comparison Report

Lisbon School Department

<i>(All Subsidy figures for 23/24 are Preliminary!)</i>			
	FUNDING 22/23**	FUNDING 23/24	Difference
General Education Budget:			
Budget Expenditures as of 06/30/2022			
Budget Expenditures-Fund 100	\$ 18,990,943	\$ 19,565,062	\$574,119.00
Amount from Unassigned Fund Balance:			
Balance to help defray taxes	\$236,422	\$118,211	(\$118,211)
State Grant/MLTI	\$0	\$0	\$0
Regular Instruction Reserve Account	\$0	\$93,524	
Anticipated Revenue:			
Capital Reserve Fund-GPC	\$43,209	\$67,896	\$24,687
Interest Credit	\$0	\$0	\$0
ARF Funds	\$164,425	\$0	(\$164,425)
Special Purpose School	\$300,000	\$300,000	\$0
Total Revenue	\$744,056	\$579,631	(\$164,425)
Total Budget after Revenue	\$18,246,887	\$ 18,985,431	\$738,544
Local Only Debt Service	\$438,820	\$430,229	(\$8,591)
Total Budget after Revenue and Local Only Debt Service	\$17,808,067	\$ 18,555,202	\$747,135
100% EPS	\$14,953,256	\$16,106,619 *	\$1,153,363
Amount above 100% EPS	\$2,854,811	\$ 2,448,583	\$ (406,228)
Transition Amount	\$0	\$0 *	\$0
Total Additional Local Funds	\$2,854,811	\$ 2,448,583	\$ (406,228)
State Subsidy:			
State Contribution	\$10,617,530	\$11,394,377 *	\$776,847
Required Local Contribution	\$4,417,383	\$4,799,493 *	\$382,110
Local Only Debt Service	\$438,820	\$430,229	(\$8,591)
Local Additional Funds	\$2,854,811	\$ 2,448,583	(\$406,228)
Total Local Funding	\$7,711,014	\$7,678,305	(\$32,709)
	\$18,328,544	\$19,072,682	\$744,138
There is an increase in State Funding from 22/23 to 23/24 of \$776,847			
There is a increase in Local Funding from 22/23 to 23/24 of (\$32,709)			

* Amounts based on Legislative Budget Approval FY 23/24 ED279 as of January 31, 2023

** Amounts from Town Council Meeting dated _____

Adult Education:				
Anticipated Revenue	\$3,500	\$3,500	#	\$0
State Contribution	\$8,250	\$7,735	***	(\$515)
Total Local Funding	\$16,903	\$17,418		\$515
Total Expenditures	\$28,653	\$28,653		\$0
There is an increase in State Funding from 21/22 to 22/23 of (\$515)				
There is a decrease in Local Funding from 21/22 to 22/23 of \$515				
# Amount based on actual revenue received in 22-23				
*** Amount based on actual subsidy received in 22-23				

Total Increase to Taxes:	\$7,727,917	\$7,695,723	(\$32,194)
Total increase in Budget Including Adult Education:	\$19,019,596	\$19,593,715	\$574,119

COUNCILOR COMMENTS:

Councilor Larochelle asked Dr. Green how they were able to do a flat budget this year. Dr. Green said it was due to the State Subsidies that they received. Councilor Larochelle asked since the goal for Lisbon is to gain 200-250 housing units in the community, would the School Department be able to handle the possible increase in kids attending.

Dr. Green stated the School Committee is aware of the possible growth and will monitor classroom sizes.

Councilor Robishaw thanked the School Committee for all the hard work that they have put into the Budget process.

VOTE: (2023-40) Councilor Larochelle, seconded by Councilor Keller, moved to accept the School Budget information as presented.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Lunt had nothing to report.
2. Planning Board: Councilor Fellows said the Planning Board will meet on Thursday March 9th with two new cases.
3. Lisbon Development Committee: Councilor Lunt said he had nothing to report.
4. Conservation Commission: Councilor Moore said he had nothing to report.
5. Recreation Committee: Councilor Larochelle said they have been working on upgrading the rules and bylaws of the Committee, and the fee structure for Non-resident/Resident participation. He said they are struggling with the increase of the minimum wage for maintaining seasonal summer staff compared to the wages of tenured staff. He said they have also been discussing a potential Dog Park on Summer Street.
6. County Budget Committee: Councilor Lunt said there was nothing to report.
7. Library Governing Board: Councilor Keller said Axis 360, the online book program has been rolled out, allowing patrons to take out two books for a two-week period. The senior program will be working with Springworks Farm who was recently featured on the program "207" for their certified organic lettuce gardening operation. The Library now has two story-times and the adult circulation is up about 100 over last month.
8. Water Commission: Councilor Fellows said they will meet on March 14th at 5:00 pm.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

B. TOWN MANAGER'S REPORT

Mr. Michalowski updated the Council regarding the fire-damaged property on 16 Union Street, saying the Code Enforcement Officer has been in contact with the owner and considers the building to be secure from anyone being able to access the building. The town is working with the owner for future plans for that property and has made the owner aware of the Rt. 196 Masterplan requirements.

Mr. Michalowski read a memo from Steve Aievoli, Sewer Department Superintendent, requesting authorization from the Council to solicit bids for the Nomanchi Clarifier which is in this year's Capital Improvement Plan. The rehab would be to inspect the mechanical equipment, replace any parts and remove all corrosion and paint all exposed metal. Mr. Aievoli said \$60,000.00 was budgeted for this work which may have to be done in two parts, so they will plan on carrying over the remaining balance to the next fiscal year.

VOTE: (2023-40A) Councilor Larochelle, seconded by Councilor Lunt moved to authorize the Sewer Superintendent to solicit bids for the Nomanchi Clarifier.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

Mr. Michalowski requested permission from the Council to apply for the SAFER (Staffing for Adequate Fire and Emergency Response) Grant through FEMA to fund full time firefighter positions.

VOTE: (2023-40B) Councilor Larochelle, seconded by Councilor Robishaw moved to authorize the Town Manager and Fire Chief to apply for SAFER Grants through FEMA.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Moore said he and Councilor Robishaw helped serve lunch to the kids at the Lisbon Community School. They both enjoyed the opportunity and were impressed by the conversations they had with the kids.

Councilor Keller stated she received and appreciated the notice regarding a Sanitary Sewer Video Inspection which was set up by the Town of Lisbon to visually inspect sewer lines to make sure that McGee Construction knows where all the sewer lines are when they begin their road work again.

Councilor Lunt thanked the staff at Public Works for the great job they did keeping up with the last three storms that came within one week and CMP line workers getting power back on during the difficult weather conditions.

Councilor Cain thanked Public Works and the Water Department for the quick work they did to fix the Water Main break that happened during the snowstorm.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE
EXECUTIVE SESSION

EXECUTIVE SESSION PER 1 MRSA SECTION 405 (6) (A) PERSONNEL MATTERS

VOTE: (2023-41) Councilor Larochelle, seconded by Councilor Robishaw moved to go into Executive Session at 7:39 PM.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

VOTE: (2023-41A) Councilor Larochelle, seconded by Councilor Fellows moved to come out of Executive session at 8:25pm.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

VOTE: (2023-41B) Councilor Larochelle, seconded by Councilor Keller moved to adjourn at 8:25pm.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Keller, Larochelle and Lunt. Nays – None.
Order Passed 7-0.

Lisa B. Smith

Deputy Town Clerk

Date Approved: March 21, 2023