



## **TOWN COUNCIL MEETING MINUTES**

**MARCH 16, 2023**

**POSTPONED FROM MARCH 14, 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; Ryan McGee, Police Chief; Nate LeClair, Fire Chief; Kayla Tierney, Finance Director; Curt Lunt and Kevin Ridley, Finance Committee members; and approximately 3 citizens in the audience.

### **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS—NONE**

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

#### **MUNICIPAL BUDGET, CONTINUOUS IMPROVEMENT PLAN AND SEWER PRESENTATION, AND DEPARTMENT GOALS**

Glenn Michalowski, Town Manager, introduced the presentation with his letter to the Council:

I am pleased to present the FY24 Municipal and Waste Water Expenditure Budgets for your review and consideration. This budget is the result of hard work and careful consideration to ensure that operational and capital needs are met while maintaining the same level of service that the Town of Lisbon has always provided to its residents. As we move past the COVID-19 pandemic, we have emerged into a drastically different economic environment, with rising inflationary pressures, and the need to provide more competitive wages to recruit and retain staff. Year over year inflation has been increasing, reaching an average of 7% in 2021 and 6.5% in 2022. We are also facing increases in solid waste hauling for bio-solids and residential household trash, increases in insurance premiums, and employee healthcare costs. The department heads have worked diligently to develop a lean, structurally balanced budget that will continue to provide the same level of service that our residents have come to expect. We understand that our residents are experiencing the same inflationary pressures that we are, and we have worked hard to ensure that any increases in spending are done sensibly and with the best interest of our taxpayers in mind.

We are pleased that the code's department and clerk's office will be automating agenda management and making construction permits available online for the first time. This initiative is designed to increase transparency and make the user experience for residents more friendly and reduce trips to the town office as these services will be available online. We strive to provide our residents with top-notch services, and are committed to continuously evaluating new technologies to enhance service delivery, and reduce costs.

In addition, we are looking into budgeting for fleet management and work order software for the public works department. This will help us to better track assets, depreciation, calculate road salt usage more accurately, manage the fleet, and push work orders to the highway department digitally - without needing to rely on antiquated and expensive radio equipment and repeaters.

As I present my first budget for the Town of Lisbon as the new Town Manager, I would like to express my sincerest appreciation to the Council for their involvement in the development of this initial budget and their continued involvement as we work towards fine-tuning it. I am also grateful for all the hard work of the Lisbon department heads and staff. Finally, I look forward to working together with the Council to meet the goals and needs of the Town of Lisbon's citizens and employees.

Thank you.

Sincerely,

**Glenn Michalowski**

**Town Manager**

Kayla Tierney, Finance Director, then presented the Council with an overview of the 2024 Budget:

Looking at the 2010 Census Report, the Town of Lisbon had a population of 9,009 people, 3,696 households and 2,477 families living in town. In comparison, the 2020 Census is showing a growth of 702 people for a total population of 9,711; 3,728 households. Some other interesting statistics from the 2020 Census are as follows: the median age is 38.9; 14.6%, or 987 of the population are veterans; 8.5% persons below the poverty line; the average travel time to work is 26.6 minutes for residents of our Town, where 2% of the residents work from home; the median value of owner-occupied housing units for valuation purposes is \$150,700; and the median household income is \$57,568.00, which is about 10% higher than the median household income for Androscoggin County.

Mrs. Tierney stressed that our town is growing. The Town of Lisbon is the third largest community in Androscoggin County; out of 492 Maine communities, Lisbon is the 23rd largest. Based on the Census data from April 1, 2020, our Population of 9,711 is the highest population since the Town was incorporated.

Mrs. Tierney pointed out that State Revenue Sharing was made available on the State of Maine website on March 6, 2023. Based on the current report, the Town will be receiving less in State Revenue Sharing in the upcoming budget year. When COVID-19 hit, there was a steady increase in State Revenue Sharing over the past few years and now we are seeing it begin to plateau, she added.

To clarify the Budget Components, Mrs. Tierney said that Organizational Levels within the General Fund include: General Government, Health & Welfare, Public Safety, Public Works, Culture & Recreation, Economic Development, and Intergovernmental. Other organizational levels include: Debt Service – a separate Fund, and Sewer – a separate Fund.

Next, Mrs. Tierney highlighted some of the services the Town provides to the residents, noting that each department works very hard to make each of the programs successful. She said Town departments include Public Safety: Fire Department, Police/Animal Control Officer, Communication Center, Ambulatory Services; Transfer Station; Library: Programs offered for all ages, and Summer Reading Programs; Parks & Recreation: Summer Camp programs, Sports Camps, Before and After School Programs, Senior Programs, Beaver Park (300 acre park with beautiful trails and ponds), and Trips for Seniors and Children. In addition, she said there are Winter Operations (Plowing), Public Works (Road Repairs), DARE (School Resource Officer), General Assistance (Giving Tree at Christmas and Thanksgiving dinner), Sewer Department, Tax Collection & Vehicle Registration, Code Enforcement, Clerk, Assessing, Finance, and Town Manager.

Mrs. Tierney listed the Fiscal Year 24 (FY24) budget challenges as:

- Employee Retention—keeping up with the cost of living
- Inflation—a continued concern in our current economic conditions
- Uncontrollable costs—health insurance, property and casualty insurance, electricity, fuel, etc.
- Supply & Demand
  - Manufacturing timelines
  - Price increases on goods

Mrs. Tierney explained the FY23 budget has shown improvements to the Town's employee retention and recruitment challenges during last year's budget; the Town has been able to fill vacant positions and to create new positions for our growing Town. From a recruitment standpoint, she said the Town is in a much better position than this time last year. Employee retention is still listed as a current challenge as we continue to navigate through these high inflationary times that are driving the cost of living up significantly. On January 1, 2023, the State minimum wage went up to \$13.80 per hour. With the increase to the minimum wage, we need to consider the ladder effect that it creates. During FY24, it is recommended to revisit the pay scale structure after another anticipated increase to the minimum wage in January 2024. Cost of groceries are up 15% and the housing market continues to be a seller's market, driving up the selling price of houses. Other Uncontrollable Costs that were built into this budget presentation are health insurance, which is expecting a 10% increase per the Health Trust, January 1, 2024; our buildings are getting older and with that, insurance costs are increasing approximately 15%; lastly electricity has been a discussion topic as the supplier for CMP is showing significant price increases across the board.

Mrs. Tierney said there are some solutions for FY24 built into the budget:

- Incremental – 3 fiscal years
  - This is the second year in the 2 year incremental salary and wage increase from the FY22 Pay Study that was conducted. This presented budget is representative of the final 1/3<sup>rd</sup> offset. Next year's budget (FY25) will show a 100% impact on the operating budget from a tax perspective.
- A 3% Cost of Living (COLA) is reflected in this proposed budget for all full time and permanent part time employees.
- A lean Capital Improvement year is built into this proposed budget.
- Suggestion: not to use Fund Balance in FY24 other than as a factor of the final offset to the pay study; build back the fund balance over the next 2 fiscal years.

Next, Mrs. Tierney offered some comparisons for the new budget versus FY23.

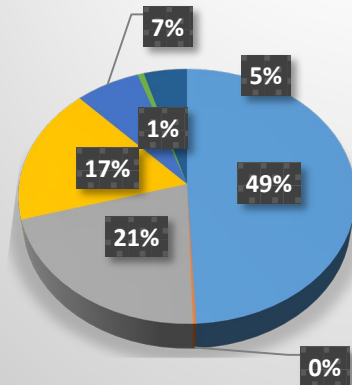
**Impacts in Expenditures FY24 Budget VS FY23 Budget**

<b>FY24 Managerial Budget Request versus FY23 Adopted Budget</b>	
2023 Adopted GF (Excluding County Tax, Debt & School)	\$ 10,945,435.00
2024 Managerial GF (Excluding County Tax, Debt & School)	\$ 12,129,523.00
\$ Difference between FY23 and FY24	\$ 1,184,088.00
% Difference between FY23 and FY24	10.82%
2024 County Tax Increase	\$ 84,258.00
Increase over FY2023	10.08%
2024 Debt Service	\$ 738,126.00
2023 Debt Service	\$ 529,202.00
\$ Increase over FY23	\$ 208,924.00
% Increase over FY23	39.48%
2023 Adopted Sewer Budget	\$ 1,360,312.00
2024 Managerial Sewer Budget Request	\$ 1,336,998.00
\$ Difference	\$ (23,314.00)
% Difference	-1.71%

<b>Salaries and Benefits</b>	
2024 GF Wage and Benefits	\$ 7,512,265.00
2024 GF Managerial GF (Excluding County Tax & School)	\$ 12,129,523.00
% related to Salaries and Benefits	61.9%
2024 Sewer Wage & Benefit Request	\$ 529,904.00
2024 Total Managerial Sewer Fund Budget	\$ 1,364,490.00
% related to Salaries and Benefits	38.8%

<b>Expenses: General Fund by Org</b>	<b>YTD Expended</b>
1000-20 Gen Fund - Gen Gov't	10,223,530.00
1000-30 Gen Fund - Health & Welfare/General As	52,727.00
1000-40 Gen Fund - Public Safety	4,384,325.00
1000-50 Gen Fund - Public Works	3,612,362.00
1000-60 Gen Fund - Culture & Recreation	1,414,357.00
1000-70 Gen Fund - Economic Development	137,945.00
1000-85 Gen Fund - Intergovernmental	944,694.00
<b>TOTAL</b>	<b>20,769,940.00</b>

## FY24 Proposed Budget: General Government Fund



- 1000-20 Gen Fund - Gen Gov't
- 1000-30 Gen Fund - Health & Welfare/General As
- 1000-40 Gen Fund - Public Safety
- 1000-50 Gen Fund - Public Works
- 1000-60 Gen Fund - Culture & Recreation
- 1000-70 Gen Fund - Economic Development
- 1000-85 Gen Fund - Intergovernmental

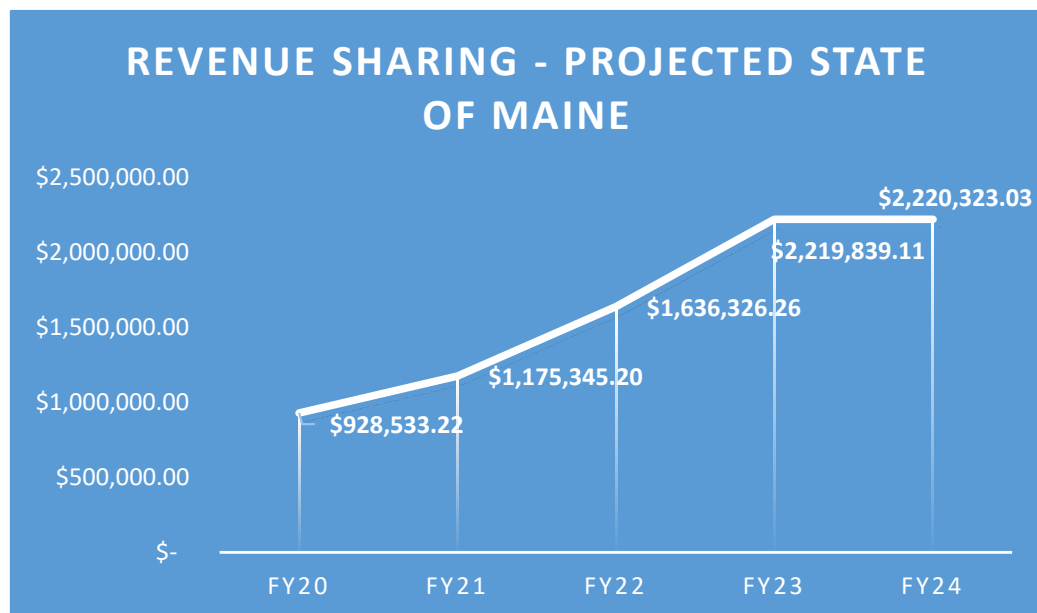
FY24 Managerial Budget Request versus FY23 Adopted Budget	
Bottom Line:	
Total General Fund including School and County	\$ 20,769,940.00
Plus Debt Service	\$ 738,126.00
Total	\$ 21,508,066.00
FY23 Adopted GF including School, County & Debt	\$ 20,066,784.00
\$ Increase	\$ 1,441,282.00
% increase	7.18%
FY23 \$ Increase Salaries and Benefits	\$ 1,415,828.00
2/3rds offset taken in FY23	\$ 943,885.33
Final offset taken in FY24	\$ 471,942.67
\$ Increase from FY23 to FY24	\$ 1,441,282.00
Less Final offset	\$ (471,942.67)
Total \$ increase from FY23 to FY24	\$ 969,339.33
Total F23 Adopted GF (inc. School, County & Debt) less 2/3rds offset	\$ 19,122,898.67
% increase	5.07%
2024 Total General Fund excluding School and County	\$ 12,129,523.00
Plus Debt Service	\$ 738,126.00
Total	\$ 12,867,649.00
FY23 Adopted GF plus debt service excluding School and	\$ 11,474,637.00
\$ increase	\$ 1,393,012.00
% increase	12.14%
\$ increase	\$ 1,393,012.00
less final 1/3rd offset (Salaries & Wages FY23)	\$ (471,942.67)
difference net of offset	\$ 921,069.33
% increase	8.03%

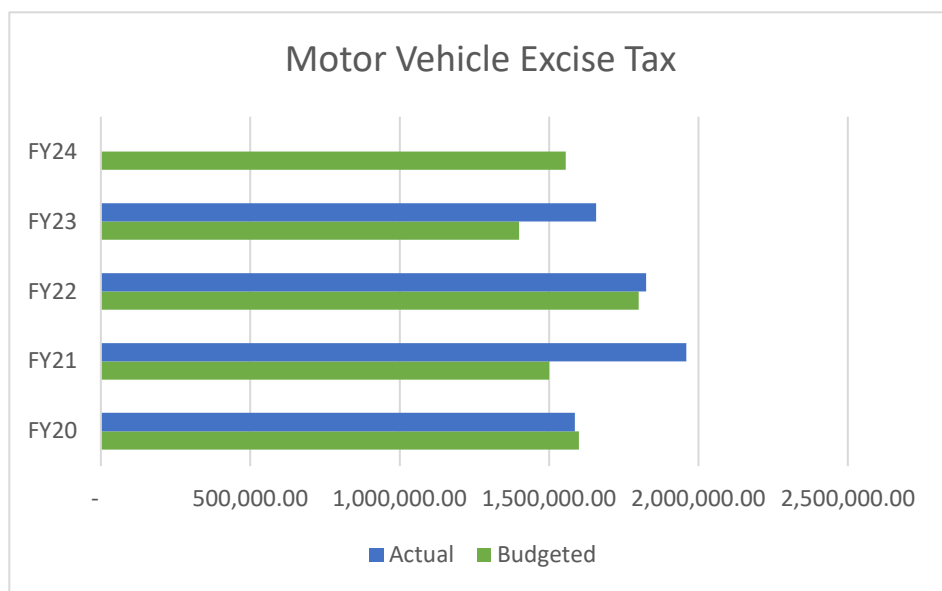
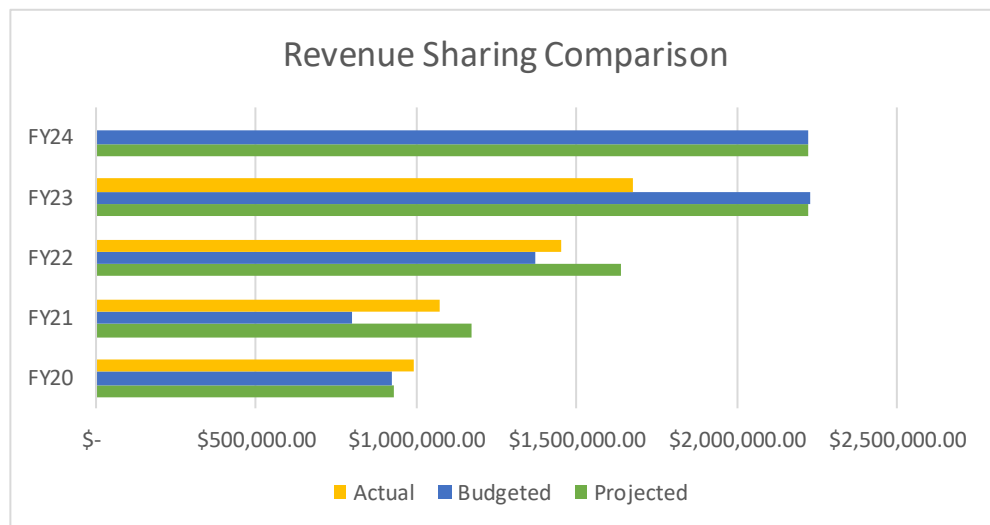
Next, Mrs. Tierney offered a comparison of Revenues. In explanation, she asked, What is included in General Government Revenue? She explained this includes motor vehicle excise tax revenue, boat excise taxes, State Revenue Sharing, Homestead Exemptions and BETE Reimbursements from the State. It also includes revenue from some departments such as Planning Board, Clerk and Code Enforcement. Under Health & Welfare/General Assistance, we have General Assistance (70% of GA expenses are reimbursed by the State). Public Safety revenue is sourced from the following departments: Police, Fire, ACO and Communication Center. Public Works revenue comes from the Transfer Station. Culture & Recreation revenue comes from the Library Department and the Parks & Recreation Department.

#### Impacts in Revenues FY24 Budget VS FY23

Revenues: General Fund by Dept	FY24 Budget
General Government	4,159,865.00
Clerk	30,750.00
Code Enforcement	46,500.00
General Assistance	28,350.00
Public Safety	164,752.00
Solid Waste	257,000.00
Library	3,500.00
Parks & Rec	304,825.00
TIF (ED)	68,973.00
Debt Service	15,840.00
<b>TOTAL GENERAL FUND</b>	<b>5,080,355.00</b>

FY24 Managerial Budget Request versus FY23 Adopted Budget - Town	
2023 Adopted GF Revenues	\$ 4,794,415.00
2024 Managerial Revenues	\$ 5,080,355.00
\$ Difference between FY23 and FY24	\$ 285,940.00
% Difference between FY23 and FY24	5.96%



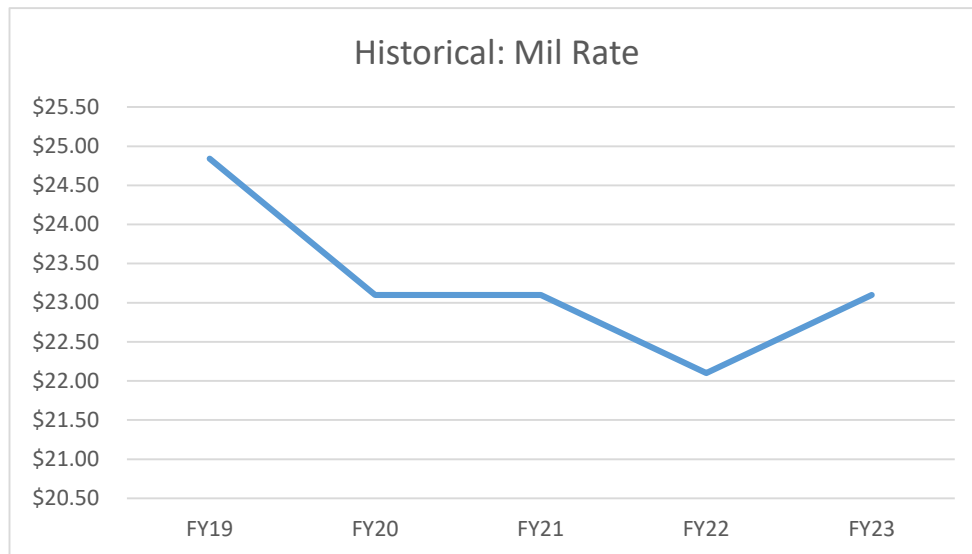


**Budget Net Effect**

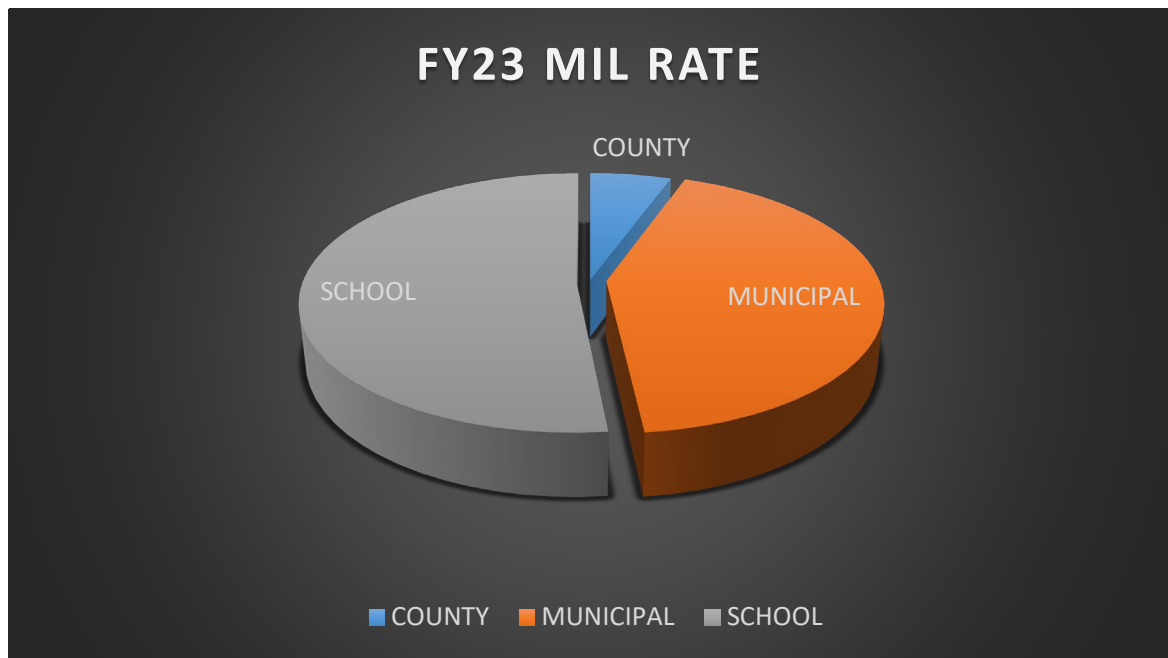
FY24 Net Difference - Expenses and Revenues - Town	
2024 Managerial GF (Excluding County Tax, Debt & School)	\$ 12,129,523.00
2024 Managerial Other Revenues	\$ 5,080,355.00
\$ Difference between FY23 and FY24	\$ 7,049,168.00
\$ Increase Expense Budget FY23 to FY24 net final offset	\$ 969,339.33
\$ Increase Revenue Budget FY23 to FY24	\$ 285,940.00
Net Effect	\$ 683,399.33

MIL RATE	
Fiscal Year	Mil Rate
FY19	\$ 24.84
FY20	\$ 23.10
FY21	\$ 23.10
FY22	\$ 22.10
FY23	\$ 23.10

Fiscal Year	County	Municipal	School
FY19	5.27%	40.33%	54.40%
FY20	5.20%	39.20%	55.60%
FY21	5.70%	38.20%	56.10%
FY22	5.60%	39.40%	55.00%
FY23	5.59%	42.73%	51.68%



To summarize the Mil Rate Impact, Mrs. Tierney asked, What does this mean for Lisbon? She explained that the proposed budget is looking at a net \$683,399.33 increase, which is around a 1 mil increase.



FY23 MIL RATE BREAKDOWN				
	COUNTY	MUNICIPAL	SCHOOL	TOTAL
	1.29	9.87	11.94	23.10

Total Budget including School, County and Sewer	\$ Amount (budgeted)	% of total budget
School	7,695,723.00	35.78%
General Fund (All Departments)	12,129,523.00	56.40%
County	944,694.00	4.39%
Debt Service	738,126.00	3.43%
	21,508,066.00	100.00%
Total FY24 Budget		



	DEBT SERVICE = 3.43%
	COUNTY = 4.39%
	SCHOOL = 35.78%
	MUNICIPAL (ALL DEPARTMENTS) = 56.40%

FY24 Managerial Budget Request versus FY23 Adopted Budget - Sewer	
2023 Adopted Sewer Revenues	\$ 1,497,120.00
2024 Managerial Sewer Revenues	\$ 1,560,302.00
\$ Difference between FY23 and FY24	\$ 63,182.00
% Difference between FY23 and FY24	4.22%

Sewer Fund Expenses	1,336,998.00
Sewer Fund Revenue	(1,560,302.00)
Net	(223,304.00)

Expenses: Other Funds	FY24 Budget
Debt Service	738,126.00
Sewer Fund	1,336,998.00
	<b>2,075,124</b>

Mrs. Tierney pointed out the section of our Town ordinances that discusses the Town's Fund Balance Policy:

- Sec. 86-1. - Fund balance policy.
- (a) The Town of Lisbon recognizes the importance of maintaining an appropriate level of undesignated fund balance. The town's unassigned GF fund balance serves a number of stabilizing purposes. It is a surplus of amounts which have accrued from unexpected operating budget surplus and unanticipated excess revenues. The surplus also provides the town with an amount for use in unforeseen, unbudgeted emergency situations, and provides a cash flow cushion to offset the need for borrowing in anticipation of tax receipts.
- (b) In order to maintain financial stability, the town has established this policy to maintain an unassigned GF fund balance no less than 12% and no more than 16% of the current fiscal year's budget as defined below:
- Gross town operating budget, including town's share of school budget, town's portion of the county's operating budget, and debt service.
- (c) Once the town achieves its goal of an appropriate level of undesignated fund balance, any excess funds may be utilized for other municipal purposes, including, without limitation, additional capital improvement needs, tax rate stabilization, or reduction purposes. For example, by utilizing excess fund balances for capital improvements, the town will reduce the need to incur long-term debt and will avoid creating an operating funding gap for subsequent fiscal years.

- (d) This policy has been adopted by the town to recognize the financial importance of a stable and sufficient level of undesignated fund balance. However, the town, reserves the right to appropriate funds from the undesignated fund balance for emergencies and other requirements the town believes to be in the best interest of the town.
- (e) In the event the town's undesignated fund balance drops below the 12% minimum, a written plan to replenish the fund within a maximum of three fiscal years must be approved by the town council at the time of the emergency GF fund balance appropriation.

(Sel. Ord. of 2-7-2006, § 5.166; C.M. of 3-7-2017, V. 2017-51)

Next, Mrs. Tierney moved on to the Capital Improvement Plan (CIP). She explained that it is a document that focuses on the implementation of community goals through detailed recommendations on capital spending and needs for the current and forecasted fiscal years. She said the CIP to be submitted to the Council is to be broken down by Town and presented here on a departmental level. She added the plan is presented on a 5-year model and on a 10-year model.

Mrs. Tierney went on to describe the plan. She said the CIP demonstrates specific projects, amounts of those projects, and the sources of funding for those projects. In addition, she explained, the document is a framework for making the best use of financial resources. She said that within the CIP report, a section of footnotes follows immediately after department's requests, and these footnotes go into more depth about the capital items being requested in the upcoming fiscal year. In addition to the 5 and 10 year plan forecasts, she said the report includes the estimated annual cost of operating and maintaining vehicles and equipment, as well as the current mileage of those vehicles. The Debt Structure (Bonds and Leases) is also included in this report, and each department has submitted their requests for capital needs.

<b>Town of Lisbon</b> <b>Forecasted Capital Improvement Plan - 5 Year</b> <b>Department Summary</b> <b>For Budget Year FY24</b> <b>Forecasted Years FY24 through FY28</b>					
<b>DEPARTMENT TOTALS</b>	<b>Forecast 6/30/2024</b>	<b>Forecast 6/30/2025</b>	<b>Forecast 6/30/2026</b>	<b>Forecast 6/30/2027</b>	<b>Forecast 6/30/2028</b>
<b>POLICE DEPARTMENT</b>	<b>\$ 117,500</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 107,000</b>	<b>\$ 90,000</b>
<b>ANIMAL CONTROL</b>	-	62,000	-	-	-
<b>COMMUNICATION CENTER</b>	-	220,000	270,000	-	-
<b>FIRE DEPARTMENT</b>	112,918	33,970	66,109	69,569	2,040,621
<b>PARKS AND RECREATION</b>	38,000	110,000	50,000	145,000	-
<b>PUBLIC WORKS</b>	455,500	910,000	505,000	660,000	845,000
<b>SOLID WASTE</b>	-	110,000	-	-	-
<b>TREATMENT PLANT</b>	2,165,000	165,000	150,000	140,000	108,000
<b>TOWN BUILDINGS</b>	159,000	94,990	99,700	14,500,000	10,000
<b>TOWN OFFICE ADMIN</b>	41,405	30,000	30,000	30,000	30,000
<b>TECHNOLOGY</b>	66,200	141,000	-	20,900	-
<b>Total Capital Expenditures</b>	<b>\$ 3,155,523</b>	<b>\$1,966,960</b>	<b>\$1,260,809</b>	<b>\$15,672,469</b>	<b>\$3,123,621</b>

<b>Town of Lisbon</b> <b>Forecasted Capital Improvement Plan - 10 Year</b> <b>Department Summary</b> <b>For Budget Year FY24</b> <b>Forecasted Years FY29 through FY33</b>					
<b>DEPARTMENT TOTALS</b>	<b>Forecast 6/30/2029</b>	<b>Forecast 6/30/2030</b>	<b>Forecast 6/30/2031</b>	<b>Forecast 6/30/2032</b>	<b>Forecast 6/30/2033</b>
<b>POLICE DEPARTMENT</b>	<b>\$ 110,000</b>	<b>\$ 118,450</b>	<b>\$ 98,450</b>	<b>\$ 113,450</b>	<b>\$133,950</b>
<b>ANIMAL CONTROL</b>	-	-	62,000	-	-
<b>COMMUNICATION CENTER</b>	-	-	-	-	300,000
<b>FIRE DEPARTMENT</b>	726,077	70,000	10,000	-	470,000
<b>PARKS AND RECREATION</b>	8,000	8,000	60,000	100,000	-
<b>PUBLIC WORKS</b>	825,000	675,000	505,000	485,000	-
<b>SOLID WASTE</b>	-	-	76,000	-	-
<b>TREATMENT PLANT</b>	500,000	160,000	125,000	110,000	50,000
<b>TOWN BUILDINGS</b>	30,000	-	-	35,000	8,000
<b>TOWN OFFICE ADMIN</b>	30,000	30,000	30,000	30,000	-
<b>TECHNOLOGY</b>	-	55,000	-	-	-
<b>Total Capital Expenditures</b>	<b>\$ 2,229,077</b>	<b>\$1,116,450</b>	<b>\$ 966,450</b>	<b>\$ 873,450</b>	<b>\$961,950</b>

Town of Lisbon Forecasted Capital Improvement Plan For Budget Year FY24 Forecasted Years FY24 through FY28						
	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
<b>COMMITTED</b>						
2010 R	65,965	63,809	62,281	60,669	60,669	Munic. Rev.
2017 B	166,613	163,320	159,765	155,993	155,993	Munic. Rev.
2004 FR - Sewer Dept	18,463	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	27,189	26,813	26,438	-	-	Sewer Rev.
2014 QECB	79,759	79,759	79,759	79,759	79,759	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	167,183	\$ 165,165	\$ 163,088	\$ 160,928	\$ 158,678	Munic. Rev.
2022 MMB - Ferry	273,439	\$ 268,642	\$ 263,583	\$ 258,422	\$ 258,422	Munic. Rev.
<b>Total Committed</b>	<b>\$ 798,611</b>	<b>\$ 767,508</b>	<b>\$ 754,914</b>	<b>\$ 715,771</b>	<b>\$ 713,521</b>	
<b>PROPOSED</b>						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
Harley Davidson	2,500	2,500	2,500	-	-	Munic. Rev
<b>Total Proposed</b>	<b>\$ 325,025</b>	<b>\$ 325,025</b>	<b>\$ 325,025</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	
<b>TOTAL COMMITTED/PROPOSED</b>	<b>\$ 1,123,636</b>	<b>\$ 1,092,533</b>	<b>\$ 1,079,939</b>	<b>\$ 1,038,296</b>	<b>\$ 1,036,046</b>	

Town of Lisbon Forecasted Capital Improvement Plan For Budget Year FY24 Forecasted Years FY29 through FY33						
	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
<b>COMMITTED</b>						
2010 R	57,279	55,583	53,888	-	-	Munic. Rev.
2017 B	-	-	-	-	-	Munic. Rev.
2004 FR - Sewer Dept	-	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	-	-	-	-	-	Sewer Rev.
2014 QECB	79,757	79,757	-	-	-	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	\$ 156,323	\$ 153,863	\$ 151,305	\$ -	\$ -	Munic. Rev.
2022 MMB - Ferry	\$ 247,744	\$ 242,116	\$ 236,320	\$ 230,394	\$ 224,355	Munic. Rev.
<b>Total Committed</b>	<b>\$ 541,103</b>	<b>\$ 531,319</b>	<b>\$ 441,513</b>	<b>\$ 230,394</b>	<b>\$ 224,355</b>	
<b>PROPOSED</b>						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
<b>Total Proposed</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	<b>\$ 322,525</b>	
<b>TOTAL COMMITTED/PROPOSED</b>	<b>\$ 863,628</b>	<b>\$ 853,844</b>	<b>\$ 764,038</b>	<b>\$ 552,919</b>	<b>\$ 546,880</b>	

Mrs. Tierney went on to the highlights of the FY24 CIP by department.

Police:

- The PD Cruiser Replacement Plan replaces (2) Cruisers in this proposed budget funding through operating expense budget.
- Police Laptops – funding through Technology budget (operating expense)
- K9 and equipment – funding through operating budget
- Harley Davidson and equipment/training – funding source: lease in the Debt Service Fund

Fire:

- Chief's Car (Car 1)– funding source Fire Truck Reserve account
- Turnout Gear – funded through Municipal Budget
- Thermal Imaging Cameras – funded through Municipal Budget
- Portable and Vehicle Radios – funded through Municipal Budget.

Parks & Recreation:

- Stand up Ex Mark Mower
- Summer Street dog park
- Summer Street dog park fencing
- Commercial Combo Sander/Salt spreader

Public Works:

- Plow truck and gear – funding through Municipal Budget
- Loader – capital lease – funding through Municipal Budget
- Sidewalks – funding through Municipal Budget
- Guardrails – funding through Municipal Budget

Town Buildings:

- HVAC updates/improvements – funding through ARPA and municipal budget
- MTM Bathrooms – funding through ARPA
- Library Egress – funding through ARPA
- Front Counter Construction – funding through municipal budget

Treatment Plant:

- GEA Centrifuge – funding through RD Grant and Fund Balance
- GEA Centrifuge major service – funding through operating budget
- Aeration Tank Concrete rehab – funding through operating budget
- Brook Street pump station – funding through RD grant
- Boerger rotary lobe pump funding through operating budget

Technology:

- Laptops/Computers for Town Office and Police Department
- Retrofitting Council Meeting Room – sound system

Office Administration:

- Clerk records restoration
- Revaluation

Mrs. Tierney thanked the Council and invited questions. She said the individual Department narratives will be sent out tomorrow, and she would email out the changes that she made to the report to update what the Council had received in advance.

Councilor Larochelle thanked Mrs. Tierney, he said the Budget and CIP were well-presented and it was a good overview.

Councilor Moore said this is a good starting point. Mrs. Tierney pointed out that Council should note in their packets that the initial budget was cut by over \$700,000.00, which reduced the amount for taxpayers by almost a full mil.

Mr. Michalowski said this is how he is used to doing budgets, that usually questions about the budget will focus on variances. He said the Saturday meeting will be Council's opportunity to dig in and the department heads can explain in more detail. He said the public appreciates the transparency and usually the council likes the in-depth look.

Mrs. Tierney announced that this is her last presentation and took a moment to thank the Council and the town departments for the opportunity to serve Lisbon. The Council members were in general agreement that Mrs. Tierney has done an excellent job and that the town is very appreciative of her efforts and hard work as Finance Director.

## **OTHER BUSINESS—NONE**

## **COUNCILOR COMMUNICATIONS**

Councilor Fellows said he attended the Water Department meeting that was held just prior to this meeting. He said they discussed the proposed Bond issue and the Water Department is looking forward to the meeting on the 21<sup>st</sup>.

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

Kevin Ridley, Finance Committee member, said he had some questions about the budget. He asked if the State numbers are good, and what is meant by "replenishing the fund balance"?

Mrs. Tierney replied that, coming out of Covid years, yes, the State numbers are good. She also explained that we save at least 12% for the Fund Balance, which is used at the Council's discretion. Councilor Larochelle added that it is a fund that is there if you need it.

Chief McGee said that the recent storm was not what was predicted, but wanted to thank Jeff Kelly and his crew at Enterprise Electric for stepping in to assist with restoring power. He said they did a great job.

### **EXECUTIVE SESSION**

**VOTE (2023-45)** Councilor Larochelle, seconded by Councilor Robishaw, moved to enter into Executive Session per 1 MRSA §405(6)(A) Personnel Matters at 6:55 PM.

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

The Council returned from Executive Session and resumed their meeting at 8:20 PM.

### **ADJOURNMENT**

**VOTE (2023-46)** Councilor Keller, seconded by Councilor Robishaw, moved to adjourn at 8:22 PM.

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Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: April 4, 2023