



**TOWN COUNCIL
WORKSHOP MINUTES
MARCH 18, 2023
LISBON TOWN OFFICE
9:30 AM**

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 Chairman, Harry Moore, called the meeting to order and led the pledge of allegiance to the flag at 9:30 AM.

ROLL CALL. Members present were Councilors Fellows (via Zoom), Lunt, Larochelle, Robishaw, Keller, Cain, and Moore, Jr. Also present were Glenn Michalowski, Town Manager; Melanie Alexander, Assistant Town Manager; Kayla Tierney, Finance Director; Nate LeClair, Fire Chief; Ryan McGee, Police Chief; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Department Superintendent; Diane Nadeau, Library Director; Mark Stevens, Parks and Recreation Director; Kate Madore, Assistant Parks and Recreation Director; Ross Cunningham, Economic and Community Development Director; Mark Stambach, Code Enforcement Officer; Kevin Ridley and Curt Lunt, Finance Committee members. There were no audience members.

BUDGET WORKSHOP

Mrs. Tierney presented the Budget beginning with Debt Service.

Councilor Larochelle asked why the New Fire Trucks were not listed. Mrs. Tierney said the Fire Trucks on order are 31 to 41 months out to be built, which makes them interim financing being either a line of credit or a BAN (Bond Anticipation Note). This allows the Town to adapt if anything changes for the delivery of the Fire Trucks or the price increases etc. Once the Trucks are built, the Town will draw on that line of credit and will turn the Interim Financing into permanent financing which will be incorporated into the Debt Service Fund.

Councilor Lunt asked what the total outstanding Bonds that the Town holds and what is the 5% in dollar values. Mrs. Tierney said Lisbon's total Bond Indebtedness is \$21,386,349. She said the percentage from the most recent valuation of around 659,000,000 would be around 33,000,000, which would put the town under where we are at the \$21,000,000 indebtedness for the 2023 Tax Bill.

FIRE DEPARTMENT

Chief LeClair presented his budget stating most of the increases are cost of doing business increases which they cannot control, such as worker's Comp, Insurance, etc. The other increase is around the Salaries. The Fire Dept. hired two full-time firefighters and will need to increase staffing of two more firefighters to cover the weekend shifts since there's a shortage of volunteers.

Mr. Ridley asked for data to compare what other towns of the same size use for staffing. Chief LeClair said he would get that information and also shared that there are smaller towns that have a full time staffed Fire Department. Chief LeClair also said that during daytime hours, Lisbon averages 3.8 firefighters, including himself. NFPA standards require 14 to respond to a construction fire and OSHA requires 4 on site to enter into those dangerous environments.

Councilor Moore asked what the current balance for the budget was. Mrs. Tierney said as of March 1st the Fire Department is 65.8% expended, with \$492,426.00 spent, leaving them with \$255,953.00 thru June 30, 2023.

Mr. Ridley asked why the Fire Department is replacing the 2016 Ford SUV. Chief LeClair stated the useful life and value of this vehicle maxes out its life span and value at 6 years to try and get the best resale for it. Mrs. Tierney added they also look at mileage and running hours for the vehicle. High running hours, which happens a lot for Fire Department and Emergency vehicles, adds to the depreciation and higher maintenance on the vehicles.

EMERGENCY MANAGEMENT

Mrs. Tierney presented the budget for Emergency Management Services stating there is a \$ 6,204.00 increase which could be subject to change because of a contract for Ambulatory Services.

POLICE DEPARTMENT, ACO, COMMUNICATION CENTER

Chief McGee presented the Police Department, Communication Center and ACO Budgets, and thanked the Town Council for supporting and bringing back the School Resource Officer position last year. He said it is instrumental to Lisbon schools. He also stated the Animal Control Officers do a phenomenal job covering four communities. The Police Department is bringing back the K-9 position to help with tracking missing persons, suspects and drug investigations and to help make the community safer.

Mrs. Tierney said the Police Department as of March 1st is 61.58% expended, spending \$1,378,077.43, leaving them \$859,927.57 to June 30, 2023.

The Communication Center as of March 1st is 60.4% expended, spending \$227,255,091 leaving them \$149,075,09 to June 30, 2023.

The ACO budget as of March 1st is 65.5% expended, spending \$75,821.38 leaving \$39,943.62 thru June 30, 2023.

PUBLIC WORKS DEPARTMENT

Randy Cyr, Public Works and Solid Waste Director presented his budget. Mr. Cyr said they are going to defer paving for one year to offset some of the costs for equipment since a lot of the paving is around the Main Street project which will not be finished till the Fall of this year.

Mr. Lunt, Finance Committee Member, stated his concerns with multiple departments moving items to next year that were on the Capital Improvement Plan and would like to see a list of all the items removed. Mr. Cyr stated that Department Heads town wide were asked to try and save \$990,000 to benefit the Taxpayers. He felt taking the pieces of equipment that they could probably get away with doing a small rebuild for not as much money was a good place to start.

Councilor Lunt stated he is concerned about deferring all of the paving entirely since some roads need fixing, including Littlefield Road and Webster Road. He said the Town did this back in 2010 and it took a long time to get back on track and doesn't want to see that happen again. Mr. Cyr said Littlefield Road will need complete reconstruction since it is subject to heavy traffic like large trucks and tractor trailers. That project will have to go out to bond because of the expense to do it. Mr. Cyr said it is in the CIP plan.

Mrs. Tierney said the reason for deferring paving the roads around the Main Street project is because the Water Department will have to tear up the roads for their projects once Main Street is done so they did not want to have to tear up the roads twice. Councilor Lunt asked if there were other roads that could be fixed in the meantime instead of putting off all paving for the year. Mr. Cyr said if the Council wants to put that money back in his budget then he would continue with paving other roads. Councilor Larochelle said Village Street connected to Ferry Road was a project that was going to be done this year with a carryover of funds from that project and asked if there is enough money left over to finish it. Mr. Cyr said there is adequate funding.

Councilor Fellows suggested starting a list of items that might be put back into the Budget at the end of the Workshop sessions.

Mr. Cyr said he is proposing to increase the dump sticker price to \$52.00 to offset the rising costs of the per ton disposal fees.

WASTE WATER TREATMENT PLANT

Steve Aievoli, Sewer Superintendent, presented his budget.

PARKS & RECREATION

Mark Stevens, Parks and Recreation Director presented his budget. He is asking for \$10,000 to create a parking lot at the Summer Street Park and \$8,000 for a chain link fence for a dog friendly park. There is currently only roadside parking which is getting dangerous and not very appealing. Mr. Stevens stated there will be an increase in Revenues by increasing Day Camp fees and After School fees. Some families will find this a hardship so they will be offering to help out with those costs with a Scholarship Fund.

Mrs. Tierney said the Parks & Recreation Department as of March 1st is 68.05% expended, spending \$598,570.85 leaving them with \$281,077.15 thru June 30, 2023.

LIBRARY

Diane Nadeau, Lisbon Library Director presented the Library Budget. Mr. Ridley commended Mrs. Nadeau on the 16% reduction in her office supplies line. Mrs. Nadeau stated the interoffice loan project which allows patrons to borrow from other Libraries if Lisbon does not have something available helps a great deal with that.

Councilor Moore thanked Mrs. Nadeau for the puzzle portion of the Library, where anyone can go in and work on a puzzle and can also exchange puzzles. He also stated that the Council appreciates how remarkable of a steward she has been of her budget and the Library and wished her luck in her future endeavors since she'll be retiring at the end of the fiscal year. Mrs. Nadeau thanked them and said it has been an honor to serve the patrons of Lisbon.

Mrs. Tierney said the Library Department as of March 1st is 58.12% expended, spending \$251,184.40 leaving them with \$180,987.60 thru June 30, 2023.

ECONOMIC & COMMUNITY DEVELOPMENT

Ross Cunningham presented his budget.

FINANCE DEPARTMENT

Mrs. Tierney presented the Finance Department Budget. She stated that on June 30th when the Finance Department closes the books for the end of the fiscal year they would like to either close the Town Office early or close the Departments that collect money for the whole day to give them time to end the cash receipting for the day and roll over to the next year since it is a time consuming process.

Mrs. Tierney recommended the Town add a Tax Collector position to help alleviate the multiple hats that is worn by the Finance Director and to oversee the front counter. Councilor Larochelle asked if the Tax Collector position would be trained to help out in the Tax Office when needed. Mr. Michalowski said that is the intent.

CODE ENFORCEMENT

Mark Stambach, Code Enforcement Officer presented his budget. He stated the Non-Supervisory line has changed since he recently hired an administrative assistant who works 20 hours a week. Last year the Assessing Assistant was splitting her time with Assessing and Code Enforcement and has been moved back to Assessing full time.

Mrs. Tierney said the Planning Board as of March 1st is 63.4% expended, spending \$105,586.88 leaving them with \$61,016.12 thru June 30, 2023.

PLANNING BOARD

Mr. Stambach presented the Planning Board Budget.

Mrs. Tierney said the Planning Board as of March 1st is 25.38% expended, and spent \$8,176.73.

ZONING BOARD OF APPEALS

Mr. Stambach presented the Zoning Board of Appeals Budget.

ASSESSING

Mr. Michalowski presented the Assessing Budget. Councilor Fellows asked what percentage of Revaluation does the town have to stay at to get 100% Homestead Exemption. Mrs. Tierney said it's within the 90% range and the Town is currently at 95%.

PUBLIC WORKS (OTHER)

Mrs. Tierney presented the other Public Works budget.

**OTHER PUBLIC SERVICES
(TRANSPORTATION SERVICES, HISTORICAL SOCIETY, LACO, MEMORIAL DAY, MMA AND
COMMUNITY ENGAGEMENT EVENTS)**

Mrs. Tierney presented the budget for Other Public Services. Mr. Michalowski wanted to add a Community Engagement Events Fund to help the Town Manager's Office to engage in Town Wide events such as Coffee with a Councilor or walks on the Walking Path to get the Town Manager's office more engaged with the Community.

TOWN CLERK

Mr. Michalowski presented the Town Clerk's Department budget.

BUILDINGS

Mr. Michalowski and Mrs. Tierney presented the Buildings budget.

TECHNOLOGY

Mrs. Tierney and Mr. Michalowski presented the Technology Budget stating that there is a 28.67% increase due to replacing some software and hardware, updating 18 workstations and some Police Dept. and Council laptops. Mrs. Tierney said \$35,000 is for retrofitting the sound system for the Public Meeting Room, Training Room and Conference Room. Mr. Michalowski said they do not necessarily have to do all three rooms at once but can choose which room is the priority, especially the Public Meeting Room to help the public hear the Meetings better during Live Stream which has been a longtime issue.

Mrs. Tierney stated there is \$31,571 increase in Software & Services to cover the full year of the new Cloud Permitting Software, the new Civic Clerk Software and price increases to the Tri Tech IMC.

TOWN MANAGER

Mr. Michalowski presented the Town Manager budget.

ELECTED OFFICIALS

Councilor Moore made a proposal to have the Town Council stipend increased to \$14,144 or 25%. Councilor Lunt suggested making the increase at \$2,000 per person and \$2,500 for the Chairperson.

Mr. Michalowski suggested adding \$1,200 to the Employee Recognition Budget for Season Tickets to Sea Dogs games and have them available to staff on a first come first serve basis. Mrs. Tierney stated the town has spent \$1,876.73 for the Employee Holiday Party and have \$3,000 left in fiscal year 2023 and can carry that forward.

ADJOURNMENT

The Chairman, seeing no further business, adjourned the meeting at 5:00 PM.

Lisa B. Smith, Deputy Town Clerk
Date Approved: April 4, 2023