Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(Order 2025-047)** Authorize a Budget Transfer from Public Works' Capital Fund for the Repair and Maintenance of Buildings
Date: April 1, 2025

Summary
Dating back to 2023 water intrusion and roof issues were identified at the Public Works building, following mold remediation work that took place in 2024. Staff were temporarily relocated to the Town Office after elevated mold spore counts were detected, creating potentially unsafe working conditions.

During FY24, the former Public Works Director explored several options, including roof repair, installation of a temporary office trailer, and the feasibility of constructing a new Public Works facility. However, progress was delayed after the Director's departure, as the offices were not staffed for a period of time.

The newly appointed Public Works Director has resumed efforts to address the building issues. Due to expenses related to mold remediation and other repairs, the *Repair & Maintenance of Buildings* line will be over-expended. We are requesting a transfer from the Public Works Capital Fund to cover these costs.

In accordance with **Town Code Sec. 86-36 – Emergency Public Purchases and/or Repairs**, the Town Manager approved expenditures that were exempt from the standard three-quote or formal bid process. As the total exceeds $25,000, we are notifying the Council and requesting a formal budget transfer.

Included in your packet are:

- Previous Council discussion on this matter
- The current repair proposal for the Public Works facility

Recommendation

Attachments
1. 08-20-2024 Minutes

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2. 08-20-2024 Public Works Mold Remediation Memo
3. Town of Lisbon (Public Works Department) - IRC - Roof Replacement Quote - 02-28-2025