

**Lebanon, Maine**  
**SELECT BOARD MEETING**  
**Town Office Conference Room**  
**Minutes –Meeting**  
January 18, 2024

Paul Philbrick – Chairman  
SB Shelli Boucher – Selectwoman  
MW Michael Walsworth - Vice Chair  
e Richard Harlow III – Selectman  
KE Kevin Edwards – Selectman

*For complete meeting minutes please view the meeting in full at <https://www.youtube.com/c/TownofLebanon>*

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6:07 Pledge of Allegiance  
Roll Call – All present

6:08 The Treasurer presents her request for a Payroll Service. The Treasurer explained the benefits to her office as well as the employees. The Treasurer provided 3 quotes from 3 different vendors. Selectman Edwards and Selectwoman Boucher stated that they support this. Selectman Harlow and Vice Chair Walsworth asked for quotes from Gusto and Harbor – the Treasurer stated that she will also get one from Bangor Savings as well.

Chair Philbrick commended the Treasurer and read the document from Maine Municipal regarding Leslie Randazzo being certified as a Municipal Treasurer. The certificate will be presented at the convention later this year.

6:22 Selectman Edwards discussed fire issues and read an email from Chief Stefano. There was discussion of York County Communication and the training budget. The Chief also brought up a training that was taken in 2023 before he was Chief that didn't get paid. This will need to come from this year's budget as it is too late to take it from last years budget.

The Chief is asking to raise the number he already provided for training. The Chief plans on having a higher level of training for everyone to improve the quality of the staff and care provided. Selectman Harlow discussed how to give this benefit without employees leaving once it is paid for. Chairman Philbrick stated that the employee should pay and the Town will reimburse the funds once the employee has completed a specific amount of time working for the Fire Department.

Selectman Edwards explained communication issues with York County Fire dispatch. There are also communication issues with other Towns. The Board wants more information to understand this.

6:56 The Code Officer presented an issue at R7-67-2 that has been ongoing and getting worse. The party has not been approved by the Planning Board nor do they have any permits. The Code Officer has addressed this person – his response is that he will do the work and pay the fines. The Code Officer would like to know if the Board will support legal action. Selectman Harlow motioned to authorize the Code Office to seek legal advice and take action specific to this case. Selectwoman Boucher seconded. Vote taken; vote carried.

The Code Officer presented information and photos of 94 Hubbard Road. This originated from a nuisance complaint. The Code Officer has talked with the residents but they have continued to make it worse. There are over 50 tires on the property, violations of setbacks, solid waste infractions, people living in campers and a collapsed barn and other violations. The Code Office would like the Board to support legal action on this property as well. Selectman Harlow motioned to allow the Code Officer to consult legal regarding 94 Hubbard Road. Selectman Edwards seconded. Vote taken; vote carried.

Return to Fire Department issues- Chief Stefano sent the following information:

Training for 2-3 new employees and 1 Fire Academy for a cost of \$5,000.00  
Chief Stefano explained that other towns have 2 towers and we only have one.  
York County Communication is Sanford Dispatch and other towns buy into it.

Selectwoman Boucher would like Chief Stefano to explain these issues.

7:19 Individual Select Board Issues – Selectman Harlow discussed and presented numbers in regards to LD1. After much discussion Selectman Harlow motioned to set budgeted other revenue to \$1.8 million for calculating LD 1. Vice Chair Walsworth seconded. Vote taken 4 in favor (Boucher, Walsworth, Harlow, Edwards); 1 opposed (Philbrick). Motion carried.

Selectman Harlow advised the Board that ADT will be here next Friday, the glass that was ordered arrived and Selectman Harlow will work on this. Selectman Harlow advised that there will be a Public Hearing for a marijuana business next week.

#### SELECT BOARD MEETING – CONTINUATION – 1-18-2024

1. Selectman Harlow presented to the Board for review and comment a draft copy of a Facts and Findings. The Board reviewed and Selectman Harlow will update the draft.
2. Selectman Harlow requested direction from the Board on the property in consideration as a location for the fire department station. After discussion the Board agreed to proceed forward with the process of reviewing the property to see if it is suitable for the application and to move forward with laying the groundwork for purchasing the property.
3. Selectman Edwards informed the Board that he covered his issues during the fire department brief.

4. Selectwoman Boucher updated the Board about the positive meeting she had with the local school in regards to using their facilities for the Parks and Recreation events.
5. Vice Chair Walsworth presented the request from the U.S. Census Bureau to conduct the annual Boundary and Annexation Survey (BAS). The office of Management and Budget estimates that it will require 7.5 hours to complete the survey. The requested survey information was submitted last year. Nothing has changed since that time, so the Board opted not to participate in this year's survey.
6. Vice Chair Walsworth presented the computer purchased for elections.
7. Vice Chair Walsworth informed the Board that he had been in contact with the Public Relations firm that had contacted the Board recently in regards to representing the Town in public relations issues. He informed the PR firm that the Town was not in a financial position at this time to consider their services.
8. Vice Chair Walsworth, along with Selectman Harlow address the RAVE program that is available to the residents of Lebanon at no charge. The RAVE program permits notification of residents of potential perils, such as weather issues, fires, road closures, flooding, etc. The program allows residents to register for assistance during potential hazardous events. Additional information will be forthcoming to assist residents in signing up for the service if they so desire it. The Fire Chief and the Deputy Chief will be the administrators of the program for the time being.
9. Chair Philbrick distributed the cemetery price list sheet for Board review and re-certification. The Board signed the price list, maintaining the same prices as last year.
10. Chair Philbrick presented a purchase order request for a storage building for isolating nicad and lithium batteries from the other buildings due to a known fire hazard potential. The Board reviewed several options and selected a pre-fab building for under \$200.00.
11. Chair Philbrick reminded the Board of the Data Defined meeting on February 2, 2024
12. Chair Philbrick informed the Board that he had not been able to locate any of the letters received from adjacent towns for ambulance service billing. Selectman Harlow to check his records.
13. Chair Philbrick informed the Board to submit names to the Office Manager of possible candidates for the dedication of the annual Town report.
14. Chair Philbrick presented to the Board a request to have Moose Lane accepted by the Town as a public way. Chair Philbrick provided to the Board a list of tasks that need to be accomplished in order to place the request before the voters of Lebanon for acceptance. After review and discussion, the Board approved the list and will provide it to the requester.

8:49 PM

#### UNFINISHED BUSINESS

1. Selectman Harlow shared with the Board his concerns about campers, mobile homes, campers being used as animal shelters, etc. as how they fall into the taxing system (as personal property, or as something else).
2. ROADS – was removed from the list
3. Sign Ordinance reschedule to the spring of 2025
4. No other changes were made to the list

## REVIEW OF MINUTES

1. **Vice Chair Walsworth motioned to accept the Board of Selectman meeting minutes for January 11, 2024 as presented. Motion seconded by Selectwoman Boucher. Motion passed 4-yes, 0-no, 1 abstain (Selectman Edwards not present at the meeting)**

## PAPERWORK

1. Board approved and signed a Time Off request.

## BUDGETS

1. Vice Chair Walsworth shared with the Board a request from Codes to purchase an I-Pad for field use while conducting Code business. This led into a discussion about Web Trio and cell phone service. Determination was made that additional information was needed before making a decision on this request.
2. Vice Chair Walsworth shared the request to include an additional dispatch service. Discussion was held by the Board. No decision was reached.
3. Vice Chair Walsworth shared with the Board information about the General Government budget which covered software, technology, technical support, and insurances.
4. Vice Chair Walsworth addressed the need to budget for matching fund grants. The Board discussed the request, and determined to use current funds currently available in the Capital Improvement funds or to hold a special Town meeting if the need so warrants to appropriate the matching fund.

9:15 PM

1. **Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 MRSA 405 (6)(A) for personnel issues. Motion seconded by Selectman Edwards. Motion passed 5-0.**

11:25 PM

1. **Chair Philbrick motioned to exit executive session and adjourn the meeting. Motion seconded by Vice Chair Walsworth. Motion passed 5-0.**