

**Lebanon, Maine Select Board
Minutes – Regular Meeting
Wednesday March 1st, 2017**

Members Present

R. Heath
P. Nadeau

Others Present

Ben Thompson – Resident
Dana Coull - Tax Payer
Chief Meehan – Fire Chief
Asst. Chief Mathews – Asst. Fire Chief
Bettie Harris-Howard – Budget Committee Chair
Sean Bright – Vice-Chair Budget Committee

A motion to open the meeting was made by Selectman Heath. The motion was seconded by Selectman Nadeau. The vote was taken and carried. The meeting opened at 6:00 pm.

Chairwoman Torno called at 5:30 pm. She was unable to attend the meeting for she was still at her full time place of employment. In Chairwoman Torno's absence, Selectman Heath ran the meeting.

Paperwork/Discussion-

The following paperwork was presented to the Select Board for discussion:

- * A request from the Treasurer was presented. In order to complete payroll he is requesting the pay rate in which both Paul Philbrick, who is the interim for General Assistance and Jenn Griffin who is the interim Select Board Secretary will be paid.

Selectman Heath stated that perhaps this should be discussed next week in order for Select Chair Torno to be in attendance. Selectman Nadeau mentioned the pay rate for Paul Philbrick had been discussed and agreed to previously at \$17.50 per hour.

Jenn Griffin stated that she currently receives \$12.00 per hour for her position as the Planning Board Clerk and had assumed that the pay for the interim position would be the same.

Mr. Thompson mentioned that the Selectmen Administrative Assistant position is a union position and needs to be paid within the current pay range.

Selectman Heath made a motion to pay the interim \$16.50 per hour. Mr. Thompson as well as Selectman Nadeau questioned as to the difference in pay between Mr. Philbrick and Mrs. Griffin. The previous motion was revoked by Selectman Heath. A motion was then made to set the pay rate for Paul Philbrick at \$17.50 per hour while serving as the interim General Assistance Officer and to set the pay rate for Jenn Griffin at \$17.50 per hour while serving as the interim Select Board Administrative Assistant. The motion was seconded by Selectman Nadeau. A vote was taken and the vote carried.

- * Planning Board – Jenn Griffin the Planning Board Clerk presented a request to the Select Board for permission to print flyers for the Retail Marijuana Informational Meeting to be held Saturday, March 11th at 1:30 pm. Mr. Thompson offered that the cost is approximately \$5.00 for the toner that will be used for the copies. The Planning Board currently has funds remaining in their 2016-2017 advertising budget where the cost of the flyers could be deducted.

Mr. Coull mentioned that he feels 500 flyers would not be enough to distribute. Selectman Heath made the motion to approve the use of the copier for the Retail Marijuana Informational meeting flyers with no limit on the number to be printed. Selectman Nadeau seconded the motion. The vote was taken and it carried.

Chief Meehan was in attendance. Mr. Thompson asked Chief Meehan if the sign at the fire station could be used to advertise the meeting. Chief Meehan was willing to post the date/time of the meeting. Planning Board Clerk Jenn Griffin will e-mail Chief Meehan the wording for the sign.

Jenn Griffin asked the Select Board how they would like e-mails handled. Mary Lane had mentioned this at the Monday 2/27/2017 meeting. Jenn informed the Select Board that the information Ms. Lane was inquiring about was printed and distributed to the Select Board in a folder which was submitted by Selectman Heath on the day that it was received on Friday 2/24/2017. Mrs. Griffin e-mailed Ms. Lane to let her know this information.

Other e-mails that were opened and printed contained workshop flyers & scholarship opportunities. A request for application information was also received for the Select Board Administrative Assistant position. Mrs. Griffin responded to the e-mail with the information needed to apply.

Mrs. Griffin asked the Select Board if the scholarship opportunity information should be posted on the Town website. The Select Board thought that it was a good idea to do so. Work Shop flyers were requested to be forwarded to the Town Office Clerk Dale Fisk. E-mails viewed by Mrs. Griffin will be printed and distributed and or answered accordingly.

Mr. Thompson requested that abatement paperwork as well as other assessing paperwork be placed in the Assessors tray. Mr. Thompson has regular hours every other Friday and will check for paperwork accordingly. It was suggested that Mr. Thompson, Selectman Heath and Jenn Griffin meet to ensure that the flow of paperwork/information is done correctly. It was also mentioned that questions should not be answered but forwarded to either Mr. Thompson or one of the Selectmen. All tax information needs to be forwarded to Mr. Thompson or to the Select Board as soon as it is received.

Mr. Thompson would like to meet with Selectman Heath in order to confirm that both he and Selectman Heath agree to the process in which things are being handled.

Budget Committee Chairwoman Bettie Harris-Howard and Vice-Chairman Sean Bright addressed the Select Board. Chairwoman Harris-Howard questioned how far along the Select Board was in the reviewing of the proposed 2017/2018 budgets. Selectman Heath stated that there are some budgets that have not been agreed on as of yet. Chairwoman Harris-Howard would like to meet with the Select Board as soon as they have their numbers completed. The Budget Committee shared that if the Select Board and the Budget Committee cannot agree to a budget, that the Budget Committee as well as the Select Board will recommend each of their budgets separately on the Town Referendum Ballot in the May. Budget Committee Vice-Chairman Sean Bright had a list of questions that he presented.

Vice-Chairman Bright is requesting the following information:

- A corrected Code Enforcement Officer payroll tax budget/expense sheet
- A corrected Fire/EMS payroll tax budget/expense sheet
- An updated Transfer Station budget/expense form for their next Budget Committee meeting
- A list of Relief Agencies
- Insurance costs
- C.I.P. information
- An updated Highway Department Budget/expense sheet
(the Budget Committee has their own budget to present for this department.)

Selectman Heath made a motion to enter an Executive Session under 1 MRSA §405(6)(A) Personnel matters at 6:30 pm. Selectman Nadeau seconded the motion. The vote was taken and it carried.

The Select Board exited the Executive Session at 6:56 pm.

The motion to adjourn was made by Selectman Heath and seconded by Selectman Nadeau. The vote was taken and it carried. The meeting adjourned at 7:30 pm

3/13/2017 - signed off on by Selectman Heath and Selectman Nadeau

