






Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
November 2, 2023

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

Chris Gilpatrick

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

6:00 Pledge of Allegiance

Roll Call – All Present

6:03 Public Participation – Chair Philbrick read a statement of responsibilities and rules of public participation. Chris Gilpatrick asked about questions he asked a few weeks ago regarding where the brush and wood that is dumped at the transfer station came from. The board advised that it was from highway workers cleaning up the roads. Mr. Gilpatrick disagrees with this. Mr. Gilpatrick asked about the town paying for Dixon Road culverts and if we were reimbursed. Mr. Gilpatrick would like FOAA for that information. Vice Chair Walsworth stated that we did not. Selectman Harlow explained that the Escrow was released prior to receiving monies. This escrow was signed off and it became a dead issue. Mr. Gilpatrick advised it is illegal to use taxpayer money for private job. Selectman Harlow stated that this was not intentional and the board is looking into having a policy in place. Mr. Gilpatrick asked requested FOAA regarding this issue. Mr. Gilpatrick asked about the work on the island at Fall Road. Questions why we are hiring someone to do the work and not doing it ourselves. Mr. Gilpatrick asked about the loader and the cost to fix it. Mr. Gilpatrick asked for a FOAA for that information as well.

6:28 Individual Select Board Issues – Selectman Harlow would like to reserve the following dates: April 20, 2024 for Lebanon Clean Up Day and May 11, 2024 for Meet the Candidates Event. Selectwoman Boucher discussed CMP and lights. **Selectwoman Boucher motioned to add 2 lights one at Town Hall Parking Lot and 1 at Park & Ride off 202 for \$14.64 each. Selectman Harlow seconded. Vote taken; vote carried.** Selectwoman Boucher addressed the cleaning bid bi-weekly \$300 per visit. Chair Philbrick stated that there isn't enough money in the budget to do this. After discussion, the Office Manager will reach out to the company to see if they will do it once per month for this price. **Selectwoman Boucher motioned to hire The Reliable Cleaners not to exceed \$300 per month. Selectman Harlow seconded. Vote taken; vote carried.** Selectwoman Boucher discussed Parks & Recreation Committee and that we have 4 applicants

and would like to move forward. The Board will have executive session this evening to discuss applicants. Selectman Edwards advised the Board of his upcoming work scheduling. Chair Philbrick asked how much longer the board wants to have the Fire Meeting. After discussion, the Board decided to have 1 Meeting with the Fire first and this be 5:00 pm-6:00pm – any Public Hearings will be at 6:00 pm or later. Chair Walsworth will need an executive session this evening. Selectman Walsworth advised the Board that the cameras have been installed at the Transfer Station and will be set up on Saturday. They will be meeting at 2:30pm for instruction and getting the mobile app. Josh O'Meara would like to have repairs done to the area where the septic line was replaced as there are issues due to rain. Selectman Walsworth addressed the Treasurer's workload – bi-weekly payroll, bi-weekly accounts payable, and using Quick Books as the account software rather than Trio. The Treasurer will discuss this with the auditors. Discussion regarding Mowing Contracts and Highway Contracts. The Board will have the Treasurer created a Policy that the bills must be sent to the Town Office and they do not leave this building – the department heads can approve them here. Discussion of a trailer that burnt – should the Town pay to remove it, the board agreed no. Selectwoman Boucher mentioned the Newsletter and starting it again. Vice Chair Walsworth discussed waiting for a quote regarding Public Relations. There are various options. Chair Philbrick stated that there is no update on Solar. Chair Philbrick addressed the letter from the State regarding Personal Property being taxed, O'Donnell & Assoc. will get more information. The Board discussed if all properties foreclosed on should be put in the name of the Town. The Town Clerk came in to share opinion, she stated it is a case-by-case basis but the decision is the Boards.

7:46 Chair Philbrick motioned for Executive Session for Personnel Matters pursuant to 1 M.R.S.A § 405 (6)(A).

9:38 PM

Vice Chair Walsworth motioned to exit executive session. Seconded by Selectman Edwards. Motion passed 5-0.

Select Board resumed addressing Selectman Issues being presented by Chair Philbrick.

1. Discussion was held in regards to the frequency of mowing Stuart's Field and to what height to cut the grass. Frequency to be weekly versus the previous bi-weekly, and to the height of 3". The change to be incorporated into the 2024 Town of Lebanon mowing contract.
2. Discussion was held in regards to the Veteran Cemeteries mowing contract. Select Board to renew the contract for the 2024 mowing season with the current contractor with an increase of 5% in the mowing price. Select Board expressed their appreciation for the quality of work being accomplished by this contractor for the past several years.

Discussion was conducted by the Select Board in regards to holiday pay requirements for full time town office staff employees. Holiday pay to be provided as stated in the current union contract for staff employees.

UNFINISHED BUSINESS

1. Two modifications were made to the unfinished business list: Foreclosed Property – added the wording “draft policy for selling properties”, removed “Location Study” from the list.
2. **Selectwoman Boucher made a motion to appoint all four applicants to the Parks and Recreation Committee. Seconded by Selectman Edwards. Motion passed 5-0.**

REVIEW OF MINUTES

1. **Vice Chair Walsworth motioned to accept the Select Board-Fire Meeting minutes for October 26, 2023. Seconded by Selectman Edwards. Motion passed 4-0-1. (Selectwoman Boucher not present at the meeting)**
2. **Vice Chair Walsworth motioned to accept the Select Board Meeting minutes for October 3, 2023. Seconded by Selectman Edwards. Motion passed 5-0.**
3. **Vice Chair Walsworth motioned to accept the Select Board Meeting minutes for October 5, 2023. Seconded by Selectwoman Boucher. Motion passed 4-0-1 (Selectman Edwards not present at the meeting.**

PAPERWORK

1. Select Board approved a Request for Time Off and a Training Request for General Assistance – winter training.
2. Select Board signed the Municipality of Lebanon General Assistance Ordinance document recording the Select Board’s action taken on September 21, 2023 adopting the General Assistance ordinance and appendices.
3. Chair Philbrick read the list of proposed tax abatements. Properties affected: U13-003, R15-024-C000, R03-021-A001, U17-004, U01-067, U10-060, R04-028. **Selectman Edwards made a motion to approve the abatements as listed on the Lebanon Tax Abatements, dated 11-2-2023. Seconded by Selectwoman Boucher. Motion passed 5-0.**

10:01 PM

Vice Chair Walsworth motioned to adjourn the Select Board Meeting. Seconded by Selectman Edwards. Motion passed 5-0.

Fire Dept Plan with To-Do List

Short-term Plan

- Renting vacant daycare on Merchants Row
 - Rent on a month-to-month basis, \$3,150 + utilities
 - Downside – **response times will increase**, responders will be geographically separated from the trucks and equipment during freezing temperatures because trucks need to be heated, parked in Station 1
 - No choice We need to do what's right for our responders, period! Until the entire Town gets to vote on whether we continue as a 24/7 staffed FD

Intermediate Plan

- Find a solution to place apparatus and personnel in **same location**
 - Response times improve back to baseline
 - Station 1 w/ Singlewide Manufactured home behind. **Preferred option**
 - Transfer Station with single wide mobile home and heated garage. Not preferred
- Manufactured home – Chip
 - Single wide HUD compliant with ME certification label
 - Site work for solution
 - Gravel/Concrete pad
 - Electric
 - Septic
 - Water
 - LP tanks
 - Phones - Lynne/Joe
 - IT equipment - Lynne/Joe
- Scrap storage trailer and generator – Dump Guy from Scarborough
- Office Trailer (TBD)
 - Repurpose as training aid
 - Relocate to Transfer Station when appropriate
- Tree removal (TBD)
 - Postponed until needs for space are identified
- Station 1 Winterize/Repairs
- Close side door – Chip
 - Heat in utility room – Mike
 - Seal off hallway – Mike
 - Move water line - Chip
 - Seal slab/CMU seam
 - Replace back door - Mike
 - Modine heat in bays – Chip
 - Seal roof leaks - Mike
 - Establish a safety monitoring program with HEB
 - Tear down chimney - Complete

- Patch driveway - Paul
- Station 2 – Mike
 - Replace door knob
 - Ensure water lines or secured
 - Turn off electric circuits except for lights
 - Close hose tower
- Grants:
 - Steven King for gear
 - Firehouse for gear
 - SAFER grant for personnel
 - AFG for truck
 - AFG for equipment
 - Crypto grant for IT equipment

Long-term Plan

- New Fire Station
 - Multiple sources of expertise have said unequivocally that we need a New Station and that neither Station 1 nor Station 2 can be refurbished and expanded to any degree that they would be suitable for the Town as a Central Station The Location study confirms best location in at intersection of Rt 202, Long Swamp, Center Roads
 - A single central station is the best path for the Town
 - Repairs to Station 1 or Station 2 should only be necessary minimal repairs
Once a new Station is built, Station 1 and Station 2 can be evaluated for alternative uses and the viability with cost of rehabilitating to that use can be debated and chosen by the voters The disposal of Station 2 could be chosen by the voters earlier and monies possibly be used towards a new station

51 - FIRE & RESCUE	871,127.00	371,362.30	0.00	499,764.70	42.63
01 - FIRE & RESCUE	871,127.00	371,362.30	0.00	499,764.70	42.63
01 - PERSONAL SERVICES	624,382.00	229,765.64	0.00	394,616.36	36.80
01 - REGULAR WAGES	78,480.00	31,336.41	0.00	47,143.59	39.93
05 - WAGES	75,000.00	20,203.27	0.00	54,796.73	26.94
07 - WAGES - WEEKLY	470,902.00	178,225.96	0.00	292,676.04	37.85
05 - EMPLOYEE COSTS	57,265.00	23,447.36	0.00	33,817.64	40.95
01 - TRAVEL EXPENSES	0.00	58.43	0.00	-58.43	----

51 - FIRE & RESCUE CONT'D

10 - STAFF DEVE. & TRAINING	9,500.00	5,222.99	0.00	4,277.01	54.98
25 - PAYROLL TAXES	47,765.00	18,165.94	0.00	29,599.06	38.03
10 - SUPPLIES	43,000.00	20,721.85	0.00	22,278.15	48.19
01 - OFFICE SUPPLIES	1,000.00	2,668.80	0.00	-1,668.80	266.88
05 - JANITORIAL SUPPLIES	1,000.00	3,239.07	0.00	-2,239.07	323.91
15 - MISC. MATERIALS & SUPPLIES	0.00	8.79	0.00	-8.79	----
20 - VEHICLE FUEL	24,000.00	6,408.41	0.00	17,591.59	26.70
35 - MEDICAL SUPPLIES	17,000.00	8,396.78	0.00	8,603.22	49.39
15 - UTILITIES	19,600.00	3,438.10	0.00	16,161.90	17.54
01 - ELECTRICITY	7,500.00	2,882.43	0.00	4,617.57	38.43
05 - HEATING FUEL	8,500.00	0.00	0.00	8,500.00	0.00
15 - PHONE	2,100.00	482.76	0.00	1,617.24	22.99
20 - PROPANE	1,500.00	72.91	0.00	1,427.09	4.86
20 - REPAIR / MAINTENANCE	58,050.00	49,240.73	0.00	8,809.27	84.82
00 - REPAIR / MAINTENANCE	0.00	22,540.25	0.00	-22,540.25	----
05 - BUILDING MAINTENANCE	14,500.00	3,719.74	0.00	10,780.26	25.65
25 - VEHICLE MAINTENANCE	30,000.00	17,716.58	0.00	12,283.42	59.06
30 - RADIO MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
35 - SCBA MAINTENANCE	1,050.00	3,243.62	0.00	-2,193.62	308.92
36 - EQUIPMENT MAINTENANCE	10,000.00	2,020.54	0.00	7,979.46	20.21
25 - EQUIPMENT	20,650.00	7,417.35	0.00	13,232.65	35.92
01 - OFFICE EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
15 - FIREFIGHTER EQUIPMENT	19,650.00	7,417.35	0.00	12,232.65	37.75
30 - OUTSIDE SERVICE	40,180.00	28,175.27	0.00	12,004.73	70.12
01 - SERVICES	8,000.00	8,840.50	0.00	-840.50	110.51
06 - SOFTWARE ANNUAL LICENSE FEES	3,250.00	270.00	0.00	2,980.00	8.31
07 - TECHNOLOGY	3,250.00	3,148.19	0.00	101.81	96.87
72 - CRIMINAL RECORDS CHECK	0.00	435.75	0.00	-435.75	----
92 - MEDICAL DIRECTOR	8,000.00	2,000.00	0.00	6,000.00	25.00
93 - E Roch Hydrants	1,680.00	0.00	0.00	1,680.00	0.00
97 - RENT	0.00	9,450.00	0.00	-9,450.00	----
98 - PARAMEDIC INTERCEPT	4,500.00	750.00	0.00	3,750.00	16.67
99 - BILLING FEES	11,500.00	3,280.83	0.00	8,219.17	28.53
35 - OTHER	8,000.00	9,156.00	0.00	-1,156.00	114.45
15 - DUES & SUBSCRIPTIONS	5,000.00	9,156.00	0.00	-4,156.00	183.12
40 - MEDICAL / PHYSICAL EXAMS	3,000.00	0.00	0.00	3,000.00	0.00

55 - LIBRARY	24,547.00	10,444.58	0.00	14,102.42	42.55
01 - LIBRARY	24,547.00	10,444.58	0.00	14,102.42	42.55
01 - PERSONAL SERVICES	17,229.00	6,118.17	0.00	11,110.83	35.51
01 - REGULAR WAGES	16,677.00	6,118.17	0.00	10,558.83	36.69
09 - SUBSTITUTE	552.00	0.00	0.00	552.00	0.00
05 - EMPLOYEE COSTS	1,318.00	468.01	0.00	849.99	35.51
25 - PAYROLL TAXES	1,318.00	468.01	0.00	849.99	35.51
10 - SUPPLIES	3,300.00	2,743.97	0.00	556.03	83.15