




SELECT BOARD MEETING  
Town Office Conference Room  
Minutes –Meeting  
November 30, 2023

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

Scott Couture  
Grace & Brian Charland  
Lt. Todd Ouellette

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

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5:00 PM – Pledge of Allegiance, Roll Call, Fire Department

Opening of Meeting with Pledge of Allegiance

Roll Call taken

Fire Department review, update and discussion:

1. Selectman Edwards updated the Board: Engine 2 passed the pump test and DOT inspection, awaiting installation of lights and siren. Engine 5 did not pass the pump test – vacuum leak – still operational – scheduled for repair. December 13<sup>th</sup> the engines are scheduled for undercoating. Chief Stefano working with North Berwick in regards to York County Communications. (Selectman Harlow recommended that Chief Stefano reach out to previous Chiefs for information why the department went the direction they did with the current communication. Lt. Ouellette added that Chief Stefano had additional information to share with the Board at a later date). Temporary shelter to be located on the fence side of the rental unit to shelter the emergency vehicles this winter. Engine 2 will be participating in area parades. Chief Stefano is requesting the Board consider ordering a new ambulance- currently there is a 2 year wait time for delivery.
2. Selectman Edwards discussed the 2023 Assistance to firefighters Grant Program – FEMA Region1 -Application Development Workshop Schedule workshops. Chief Stefano and Selectman Edwards to attend the workshop scheduled for Scarborough – December 21, 2023.
3. Selectman Edwards will be taking over the responsibility of communication with the Congressional Delegates starting December 4, 2023.

5:24 PM – Department Head Briefing – Accomplished during Fire Department review, Agenda Items- None, Public Participation – None, Individual Selectmen Issues:

1. Selectman Harlow discussed the front counter glass. Requested permission to move forward on ordering the replacement glass. Board agreed to obtaining the quote for the glass and will act upon the request at said time.
2. Selectman Harlow to re-address the security review of the Town Office and the Fire Department with the intention of having similar systems in both places – entry method, security cameras, etc.

3. Selectman Edwards asked about the Cannabis Enforcement training that was being offered. He was informed that Selectman Harlow and the Code Officer will be taking the training.
4. Selectman Edwards requested that the email regarding the Domestic Trade Grant Program be made available on the Town's website and Facebook pages.
5. Selectman Harlow addressed the Stream Crossing Grant. Vice Chair Walsworth to follow up on the details for this particular grant and see if it can be used on the Upper Guinea Road bridge.
6. Vice Chair Walsworth shared information received from the Animal Control Officer about rabies in the mammals in the area. ACO requested reposting the concern about rabies on the website.
7. Vice Chair Walsworth requested direction on posting information about the Christmas light contest on the Town's page. Board agreed to allow the public posting.
8. Vice Chair Walsworth shared with the Board the latest damage caused by Waste Management Trucks at the Transfer Station. While changing containers, the truck hooked into the camera wires and damaged them.
9. Chair Philbrick addressed the latest status of a previous Waste Management truck damage on the fence. Insurance company requiring a more detailed quote which is in the process of being accomplished.
10. Chair Philbrick addressed the request for a change of operation hours for the Town Hall. A proposal will be submitted to the Office Manager for review.

6:00 PM – Public Hearing (#1) (Selectmen issues was ceased to support the public hearing times)

1. Chair Philbrick requested that Selectman Harlow take over the Public Hearing procedure.
2. **Selectman Harlow made a motion to open the Public Hearing for Dozia Farms adult use marijuana cultivation facility renewal license. Seconded by Selectman Edwards. Motion passed 3- yes, 0-no, 1 abstain (Walsworth)**
3. **Selectman Edwards motioned to appoint Selectman Harlow as Presiding Officer. Seconded by Chair Philbrick. Motion passed 3-yes, 0-no, 1-abstain (Walsworth)**
4. Vice Chair Walsworth recused himself from the marijuana hearings.
5. Selectman Harlow conducted the public hearing in accordance with the BOS Public Hearing Guideline
6. **Selectman Edwards motioned to end testimony and move into deliberation/final decision. Seconded by Chair Philbrick. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present)**
7. Deliberation identified two conditions that needed to be addressed prior to renewal, fire inspection and insurance renewal.
8. **Selectman Harlow made a motion to approve the application and issue a license to Dozia Farms, for an Adult Tier 2 cultivation, located at 178 Creamery Hill Road with an expiration date of November 29, 2024, with the following conditions: that a 1-million-dollar insurance binder be provided to the town within 30 days and that the Fire Chief does a safety walk through and any deficiencies are corrected. Selectman Edwards seconded the motion. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present)**
9. **Selectman Harlow made a motion to close the Public Hearing. Seconded by Selectman Edwards. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present).**

6:15 PM – Public Hearing (#2)

1. **Selectman Harlow made a motion to open the Public Hearing for Pot of Gold Adult Use Marijuana Store renewal license. Seconded by Selectman Edwards. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present).**
2. **Selectman Edwards motioned to appoint Selectman Harlow as Presiding Officer. Seconded by Chair Philbrick. Motion passed 3-yes 0-no, 0-abstain (Walsworth not present).**
3. Selectman Harlow conducted the public hearing in accordance with the BOS Public Hearing Guideline.
4. **Selectman Harlow motioned to end testimony and move into deliberation/final decision. Seconded by Selectman Edwards. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present)**
5. Deliberation identified two conditions. The leaf on the sign and the length of time involved in the licensing process for this particular applicant. Select Board to look into a one-time extension of license period.
6. **Selectman Harlow made a motion to approve the application and issue a license to Pot of Gold, for an Adult Use Retail Store, located at 1104 Carl Broggi Hwy with an expiration date of December 1, 2024, to be possibly be revised pending legal review, with the following condition, in the event that the sign with the marijuana leaf is replaced, there is not guarantee that the new sign will be allowed to display a marijuana leaf. Selectman Edwards seconded the motion. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present).**
7. **Selectman Harlow made a motion to close the Public Hearing. Seconded by Selectman Edwards. Motion passed 3-yes, 0-no, 0-abstain (Walsworth not present)**

#### 6:34 PM – Resumed Selectmen Issues – Chair Philbrick

1. Chair Philbrick reminded the public and the Board of the December 9, 2023 public meeting Milton N.H. is hosting in regards to the bridge replacement on New Bridge Road.
2. Chair Philbrick share the CD rates available by Androscoggin Bank. Selectman Harlow shared that the Board needs to develop an investment policy statement with the assistance of the treasurer and auditors.
3. Vice Chair Walsworth and Selectman Harlow held a discussion on a different method of tracking the Town's budgets, especially budgets like CIP's and Library.
4. Chair Philbrick discussed R04-005-A000 property that was recently foreclosed on. The previous owner has submitted partial checks for the amount of taxes due, which are being held by the Treasurer. The Board determined to continue following the policy set that partial payments are not acceptable and will direct the Treasurer to return the uncashed checks to the previous owner.
5. Chair Philbrick briefly addressed the expense summary report which the Board had copies of.

#### Unfinished Business

1. Board reviewed the unfinished business list and updated the list. No additions were made to the list.

#### Review of Minutes

1. **Vice Chair Walsworth motioned to approve the November 16, 2023 minutes as presented. Seconded by Selectman Edwards. Motion passed 4-0-0.**
2. Board reviewed and signed the Town Office Cleaning Agreement with "The Reliable Cleaners".
3. **Selectman Edwards motioned to appoint Laura A. Bragg to the position of Election Warden. Seconded by Selectman Harlow. Motion passed 4-0-0.** Board signed the certificate of appointment documentation.
4. Board discussed the Small Claims training course being offered by Maine Municipal Tax Collectors and Treasurers Association. Board approved having the Office Manager take the course.
5. **Vice Chair Walsworth motioned to authorize the Office Manager to sign the contract with "quadiant" for a postal meter. Seconded by Selectman Edwards. Motioned passed 3-0-0.**
6. Board signed the Winter Road Maintenance Contract with James Shorey.
7. **Vice Chair Walsworth motioned to authorize the renewal for tick spraying with Mainely Grass for the sum of \$736.26 to be paid from the General Government line 20-05. Seconded by Selectman Edwards. Motion passed 4-0-0.** Board signed a purchase order authorizing the expenditure.

Selectman Harlow requested a moment of silence for the passing of longtime resident June Burke.

Items requiring Executive Sessions

1. **Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 MRSA 405 (6)(A)- personnel issues fire department and land use. Seconded by Selectman Edwards. Motion passed 4-0-0.**

7:44 PM

1. **Vice Chair Walsworth motioned to exit executive session. Seconded by Selectman Edwards. Motion passed 4-0-0.**
2. **Vice Chair Walsworth motioned to adjourn the meeting. Seconded by Selectman Edwards. Motion passed 4-0-0.**

## Fire Dept Plan with To-Do List

### Short-term Plan: March/June 2024

- Renting vacant daycare on Merchants Row
  - Rent on a month-to-month basis, \$3,150 + utilities
  - Temporary garage for Ambulance at this location –Chief/E. Leb Fire Corp.

### Intermediate Plan

- Find a solution to place apparatus and personnel in **same location**
  - June 2024 vote on 826 Carl Broggi HWY property or manufactured home at Station 1
- Scrap storage trailer
- 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 - Mike
  - Move water line - Chip
  - Seal slab/CMU seam - Mike
  - Replace back door - Mike
  - Patch driveway - Paul
- Station 2 – Mike
  - Replace door knob
  - Ensure water lines are secured
  - Turn off electric circuits except for lights
  - Close hose tower
- Merchants Row
  - Portable garage/shelter for vehicles
- 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
  - Finish and sign contract with Port City/Allied Cook.