

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

12-7-23

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

Dottie Bebris

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

6:00 Pledge of Allegiance

Roll Call – Selectman Edwards not present, all other board members here.

Fire Dept. – Vice Chair Walsworth updated topics for the fire department. On 12/28 there will be a meeting with Port City to sign the Contract. Mr. Costella will do the doors at Station 1 and provide a quote for sealing the seam, but he won't do this until the spring. Discussion regarding site work at Merchants Row for temporary garage. There was discussion regarding holiday coverage. This will require an executive session. There was a fire at the Transfer Station on Wed. a container ignited. The cause is unknown. The highway department and transfer station employees acted quickly to contain the fire. (Fire Dept Plan w/to do list attached)

6:11 The Town Clerk updated the board on BMV changes. The Clerk discussed other issues and updates.

Quitclaim Deed for VAD-000-0014 as the owners have paid all monies. This was signed by the Board and notarized.

Code Officer discussed a project that has been built without permits. There were several Stop Work orders posted that the builders tore down. This was a complete remodel and is not up to code. A call from the contractor/owner stated that he will pay the 3x permit fees and fines. There was discussion regarding this – Code Officer will reach out to the attorney. Code Officer discussed the Fire Dept. temporary shelter. Discussion as to waiving the fees or not.

Vice Chair Walsworth motioned to enter into Executive Session for Personnel Matters Pursuant to 1 M.R.S.A. § 405 (6)(A). Selectwoman Boucher seconded. Vote taken; vote carried.

8:00 PM

Vice Chair Walsworth motioned to exit executive session. Motion seconded by Selectman Harlow. Motion passed 4-0.

Vice Chair Walsworth motioned to accept the office hours change presented by the Office Manager, starting February 4, 2024. Motion seconded by Selectman Harlow. Motion passed 4-0.

8:04 PM

INDIVIDUAL SELECTMEN ISSUES

1. Selectwoman Boucher announced the upcoming meeting of the Parks and Recreation committee. Selectwoman Boucher provided a brief review of the MSAD 60 meeting she attended in regards to how the municipalities may assist the high school with student needs.
2. Selectman Harlow informed the Board that he had been in contact with a security company and they would be doing a review of the security services recommended for a municipal office building. This review will assist in establishing the base line of services needed when obtaining quotes from other security services and set the base line for the fire station security needs. Selectman Harlow provided a quote for the glass on the front counter. **A purchase order was approved by the Board to purchase the glass for up to \$700.00, which includes glass and delivery charges. Funding coming from General Government – building repair.** Selectman Harlow announced that the 2023 Toys for Lebanon Kids applications were available. Discussion moved into the March ballot and the need to have a question on that ballot. Board determined not to place a question on the ballot but will consider the need for a vote prior to June.
3. Vice Chair Walsworth address the incorrect billing of the internet services for the Fire Department rental, payment to be handled similar to the electrical bill. Vice Chair Walsworth introduced to the Board his version of the budget worksheet to be used for the 2024/2025 budget workshops. Board scheduled to meet on December 16 from 9-12 for a budget workshop.
4. Selectman Harlow shared with the Board his desire to draft a question(s) to override LD-1 and offer ballot questions to use the additional funds. Selectman Harlow to work with Legal on this possibility.
5. Chair Philbrick shared with the Board the issue of late payments to MEMIC. Payments are being handled quickly when received but are not being received in time by MEMIC. Selectman Harlow suggested looking into Auto Pay. Chair Philbrick reminded the Board and Public about the meeting in Milton about New Bridge. Chair Philbrick discussed with the Board the invite from Sanford to attend a meeting on homeless housing needs. Chair Philbrick shared with the Board the need to obtain a chain for pulling the canisters in the event of an emergency. This is being addressed and will be obtained through the normal purchasing process.

8:54 PM

UNFINISHED BUSINESS

1. Board did an overview of the list. Selectman Harlow advised the Board that he had a meeting upcoming in regarding the draft of the Comprehensive Plan for the June ballot. He added information about a growth plan and impact fees.
2. Chair Philbrick added three items to the list: Investment Policy Statement, Stream Crossing Grant, AP Policy.
3. Discussion resumed on the building permit fee for the Fire Station temporary structure. Chair Philbrick addressed the need to inform the public of the need for obtaining a building permit for temporary (tent style) shelters. **Selectman Harlow made a motion to wave the \$205.00 building permit fee for the temporary shelter at the Fire Department rental site. Motion seconded by Selectwoman Boucher. Motion passed 4-0.**

REVIEW OF MINUTES

1. **Vice Chair Walsworth made a motion to accept the Select Board Meeting minutes for November 30, 2023 as presented. Motion seconded by Selectman Harlow. Motion passed 3-0-1 (Boucher not present at meeting).**
- 2.

PAPERWORK

3. Board reviewed and approved a training request for "Small Claims Workshop" and a training request for Cannabis & Enforcement Webinar.
4. Board reviewed abatement requests.
5. **Selectman Harlow motioned to accept the recommendation of John O'Donnell to deny the Tax Abatement request on account RE 2210. Motion seconded by Selectwoman Boucher. Motion passed 4-0.**
6. Selectman Harlow addressed the Board in regards to the delay in MJ licensing process. No action will be taken in the matter.

9:32 PM

EXECUTIVE SESSION

1. **Vice Chair Walsworth motioned to enter into Executive Session for Personnel Matters per MRSA 405(6)(A). Motion seconded by Chair Philbrick. Motion passed 4-0.**
2. **Vice Chair Walsworth motioned to exit executive session and adjourn the meeting. Motion seconded by Selectman Harlow. Motion passed 4-0.**