

Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
12-14-2023

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

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

6:01 Pledge of Allegiance

6:14 Roll – Selectman Harlow is excused – all others Board members present.

6:14 Overview of Fire Department (see attached). Port City will be here on 12/28 at 5:00pm.

Vice Chair Walsworth motioned to approve a contract with Canon for 63 months of copier services at \$355.00 per month. Selectwoman Boucher seconded. Vote taken; vote carried.

6:28 Mowing Bids – we received 1 bid per cemetery. The board decided to repost the bids with the bids being due on January 25, 2024 at by 6:00pm and opening them on February 1, 2024 at 6:00pm. The Board did not open the bids that were received, they will be opened on February 1, 2024 when the other bids come in.

6:31 Individual Board Member Issues – Selectwoman Boucher discussed the first meeting of the Parks & Recreation Committee on 12/13/2023. The first goal is to add the Parks & Recreation Committee to the website and to the Facebook page. There are still openings on the committee. Meetings will be on the second Tuesday of the month at 6:00pm. The next meeting will be on January 10, 2023 at 6:00pm. They meeting will be held at Blueprints Learning Center on Depot Road.

Vice Chair Walsworth stated that the school district wants to discuss adding an SRO to our schools. The Stream crossing grant training will be on 1/4/24.

6:40 Chair Philbrick discussed a request from the Transfer Station for chain in case they have to pull the canister away – as happened with the recent fire. Chair Philbrick will re-quote for stronger chain. Chair Philbrick stated that he has found someone to repair the stonework at the Town Pound – which is a historical site. The cost will be between \$1500 - \$2000. This will need to come from contingency.

Selectwoman Boucher motioned to pay up to \$2500 to repair the Town Pound to be paid from contingency fund. Vice Chair Walsworth seconded. Vote taken; vote passed.

Vice Chair Philbrick discussed the Warren Bridge information provided by ME DOT. The letter stated that the bridge must be posted by 12/29/2023. The Road Commissioner and everyone else required has been notified.

6:50 Unfinished Business – Selectwoman Boucher stated that the light at the Park & Ride will be complete by 12/29/23. The work at the Transfer Station will be completed 12/15/23 at 9:00am. Discussion about replacing the ballers – there was a suggestion to use a small jersey barrier.

6:55 Vice Chair Walsworth motioned to accept the Minutes of 12/7/2023. Selectwoman Boucher seconded. Vote taken; vote carried.

Chair Philbrick provided an update on New Bridge. Chair Philbrick was at the meeting held by the Milton Select Board. (minutes are posted on our town website).

The Treasurer submitted an Account Payables Policy – signed. Time off request – signed. Purchase order for standing chairs and base to convert desks into standing desks. There are 3 chairs and desks on the purchase order not to exceed 2239.97. The equipment is for ergonomic reasons. Vice Chair Walsworth would like to streamline some of the line items in the budget. When reviewing the budgets, there is no distinction as to Data Defined vs. Trio.

The treasurer submitted a memo to the Board for an increase for the Code Officer per his contract. The Board signed the document.

Chair Philbrick discussed the abatements & paperwork from O'Donnell & Assoc. from last week that the board had questions on. The Board processed them tonight:

R09-061-B000	1657.90
R05-017	117.33
R09-056-A	75.90
R09-013-B-ON2	1069.77
R15-003-D000	DENIED

Chair Philbrick motioned to grant abatements as presented. Selectwoman Boucher seconded. Vote taken; vote carried.

7:20 Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(A). Selectwoman Boucher seconded. Vote taken; vote carried.

9:03 Chair Philbrick motioned to adjourn. Vice Chair Walsworth seconded. Vote taken; vote carried.

Fire Dept Plan with To-Do List

12/14/2023

Short-term Plan: March/June 2024

- Renting vacant daycare on Merchants Row
 - Rent on a month-to-month basis, \$3,150 + utilities – **Internet fee – are we reimbursing or paying directly**
 - Temporary garage for Ambulance at this location
 - Tent is Town purchased/owned - **Delivered**
 - Site Work – Not Town funded – **Done, need more grading work?**

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
- 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 – **Lt. Oulette**
 - Seal slab/CMU seam – Spring 2024
 - Replace back door - **Mike**
 - Patch driveway – **Paul**
 - Remove furnace - **??? When does this need done?**
- Station 2 – Mike
 - Replace door knob
 - Ensure water lines are secured
 - Turn off electric circuits except for lights
 - Close hose tower
- Budget: Calculate remaining budget and key dates for potential vote – **At 52%, may save on payroll for 2-4 weeks.**

Long-term Plan

- New Fire Station
 - Sign contract with Port City/Allied Cook. – **Did everyone review contract sent out?**

Grants

- Steven King for gear
- Firehouse for gear
- SAFER grant for personnel
- AFG for truck – **Can anyone attend workshop with Joe Thursday, 12/21 at 10am in Scarborough?**
- AFG for equipment – “
- Crypto grant for IT equipment