

**Lebanon, Maine**  
**SELECT BOARD MEETING**  
**Town Office Conference Room**  
**Minutes –Meeting**  
December 21, 2023

*HP* Paul Philbrick – Chairman                      Robert Woodbury  
Shelli Boucher – Selectwoman **EXCUSED**  
*AW* Michael Walsworth - Vice Chair  
*QF* Richard Harlow III – Selectman  
*KE* Kevin Edwards – Selectman

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

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6:00 Pledge of Allegiance

Roll call – Selectwoman Boucher excused – the remainder of the board is present.

6:01 Treasurer update regarding Androscoggin Bank. We are waiting for the check scanners to be set up. We have been using the courier service. Androscoggin will give us 5% interest whereas Kennebunk Savings is giving us 3.5%. The treasurer would like to know how much money to transfer at this point in the transition. Selectman Harlow motioned to authorize the Treasurer to move \$2 million dollars from KSB to Androscoggin. Selectman Edwards seconded. Vote taken; vote passed. (Selectwoman Boucher absent).

The Treasurer has received the insurance check for the water damage to the Fire Station in the amount of roughly \$18500.00 this should be put back into the fire budget account #51-20-00.

The Board reviewed and made changes to the AP Policy as well as the credit card policy.

6:22 Chief Stefano updated the board on the temporary garage. Selectman Edwards made a motion to amend his previous motion to change his previous motion on 11/16/23 by amending the motion to include installation by Paul's Instinct Shelters of Albany, NH not to exceed \$10,390.00. Vice Chair Walsworth seconded. Vote taken; vote passed. (Selectwoman Boucher absent).

Selectman Harlow motioned to authorize the treasurer to pay LFD a \$50 stipend per 12 hours shift worked from 12-24-23 @7pm to 12/26/23 at 7am and a pay rate of time and a half for working the same period. Selectman Edwards seconded. Vote taken; vote passed. (Selectwoman absent).

There was discussion regarding the storm and adding manpower. Selectman Edwards is concerned that the Fire Dept. is at 51% of their budget already. The cost of the rental.

The budget can not absorb the cost of more personnel this year. Chair Philbrick is wondering if there is automatic delivery of propane at Merchants Row. We haven't received a bill – we need to get this ASAP.

6:42 Public Participation – Chair Philbrick read the statement with the rules for Public Participation. Robert Woodbury advised the board that that during the storm he found a live hand grenade and pipe bomb. The sheriff's office did not respond until he called back 40 minutes later and threatened to contact the news. Chief Stefano advised Mr. Woodbury that the Fire Department was called off of this call. Mr. Woodbury stated that this town needs a Police Department or contract with the Sheriff's Office. The Board asked where this was and Mr. Woodbury advised it was at Bleasdale Corner. Chief Stefano agreed we need police coverage. Selectman Harlow discussed asking for an override of LD1 so that we can pay for this service. The Sheriff was invited to a Board meeting on 1/11/2024 to discuss an RSO at the School.

6:55 Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 M.R.S.A. 405 (6) (A) – Fire Department. Selectman Edwards seconded. Vote taken; vote passed. (Selectwoman Boucher absent).

7:34

Chair Philbrick motioned to exit executive session. Motioned seconded by Selectman Edwards. Motion passed 4-0.

#### DEPARTMENT HEADING BRIEFING/AGENDA ITEM – Code Enforcement Officer (CEO)

1. An in-depth consideration of solar building permit fees was discussed by the Select Board and the CEO. Various options used by other municipalities were considered and a review of the Town's current ordinance was discussed. This discussion led to a review of the CEO's inspection responsibilities when inspecting commercial solar installations. The effect of solar farms on property taxes was discussed. Solar farms equipment falls under the personal property tax system. The Select Board, working with the CEO, to draft an ordinance that would address the installation of solar farms in the town of Lebanon and to have it ready for Town approval at the June vote.

#### 8:19 INDIVIDUAL SELECTMEN ISSUES

1. Selectman Edwards – No more issues at this time.
2. Selectman Harlow – Updated the Board on the LD-1 worksheet that he has been working on and the estimated LD-1 limit for the 2024/2025 budget of \$89,000. He further shared that would relate to about a 2.5% increase over last year's budget number, which is less than the inflation rate for this current year. Selectman Harlow then presented his proposal of having a tracking system in place for tracking town owned equipment. Board discussed briefly what would be involved to start a tracking program, and the pros/cons to having the system. Selectman Harlow asked if the expenses from the recent storm were being tracked for FEMA reimbursement. Road Commissioner and Fire Chief to be notified to track their costs. Selectman Harlow addressed the potential blockage of many of the culverts located throughout town and the need for highway to inspect/clean them.
3. Chair Philbrick – No more issues at this time

4. Vice Chair Walsworth – No more public issues, requesting an executive session for personnel.

#### 8:52 REVIEW MINUTES

1. Vice Chair Walsworth motioned to accept the Select Board Meeting minutes for December 14, 2023 as presented. Motion seconded by Selectman Harlow. Motion passed 3-0-1 (Selectman Harlow abstained – not present at the meeting)

#### PAPERWORK

1. Reviewed a purchase order request for a computer to be used at the election polls for up to the sum of \$2,142.75. Board members requested additional information.
2. Reviewed a purchase order request for tow chains for the transfer station location. Board amended the request to 1 length of chain, size from 3/8" to 1/2" link size. Board approved the request for \$99.99.
3. Signed appreciation letters for the transfer station and highway personnel involved in the WMT container fire response & recovery. Approved appreciation awards for the receivers of the letters.

9:17

Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 MRSA 405(6)(A). Motion seconded by Selectman Edwards. Motion passed 4-0.

10:09 PM

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

Discussion was held in regards to the upcoming Budget Committee Meeting. Vice Chair Walsworth to contact the Budget Committee to update them where the Select Board currently stands with the budget preparation. The Board scheduled a Select Board budget workshop for January 3, 2024 @ 6:00 PM.

Vice Chair Walsworth discussed the status of the 2024/2025 budget preparations and requested input from the Board.

10:25 Chair Philbrick motioned to adjourn the meeting. Motion seconded by Vice Chair Walsworth. Motion passed 4-0.