

Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
January 11, 2024

<i>P</i> Paul Philbrick – Chairman	Chief Stefano
<i>S</i> Shelli Boucher – Selectwoman	Janice Church
<i>M</i> Michael Walsworth - Vice Chair	Kevin Moore MSAD 60
<i>R</i> Richard Harlow III – Selectman	Art Cleaves FMA & SHELTER
Kevin Edwards – Selectman EXCUSED	

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

6:00 Pledge

Roll Call – Selectman Edwards excused.

6:01 – Chief Stefano introduced Art Cleaves from York County EMA focuses on emergencies, shelters etc. Mr. Cleaves introduced himself and the things he does with EMA. Mr. Cleaves discussed the ME Law 37B which covers these duties. The Board Members are required to have a plan. The Board typically appoints the Fire Chief as the EMA Manager. Mr. Cleaves discussed various areas of the EMA program. The Red Cross is responsible for fires however, sheltering is not their responsibility. They do provide some help but it is not their responsibility as they are support. The Red Cross does not have staff available immediately. Mr. Cleaves explained that the Governor has the responsibility to declare an Emergency and has the authority to repeal some laws during the Emergency. Local Government – Chief & Incident Command also have the right to declare an Emergency. EMA can only train and help with resources. There is also the Federal Government, FEMA, that can assist.

Because the trailer EMA & the Red Cross built, remains with the Red Cross, it isn't always available as it may be in another area. EMA has built and stocked its own trailer which belongs to the towns. The trailer has 400 cots and blankets. The Chairman of the Selectboard and Chief have power to set things in action. A) emergencies; b) Chief can secure a shelter and put together the plan. The Chief makes contact with his team and delegates duties.

When the shelter opens the Town currently has 3 EMA trained people and 1 volunteer. The shelter shall be staffed with 1 trained EMA volunteer and 1 volunteer. Volunteers are able to take the EMA training free of charge. Janice Church, Shelter Manager, has secured a second place to be used as a shelter. The North Lebanon Second Baptist Church is allowing the church to be used as a shelter. There is a kitchen, separate entrance and a generator.

Mr. Moore from MSAD 60 discussed using the Lebanon Elementary school. If the children are in school the building cannot be used for a shelter for safety reasons. When the school is closed the town is able to use the school and kitchen for a shelter. The Hanson school cannot be used because it does have a generator but it is only used for the sprinkler system.

Janice Church explained that they are able to take pets into the shelters as long as they are crated. There was discussion on how to reach the most residents so that everyone that needs shelter or services is able to receive them. There was discussion about RAVE – Smart 911. The Fire Dept. would like to know who and where these residents are so that they can check on them during an emergency. Residents may reach Chief Stefano on the Fire Department's non-emergency number at 324-3644.

Vice Chair Walsworth stated that there is an ordinance from the 1970's in place which needs to be re-done.

Selectman Harlow motioned to grant the EMA Director the authority to declare an emergency and to direct any appropriate actions to respond to that emergency, absent any decision by the Selectboard. The Selectboard shall be notified as soon as practical. Vice Chair Walsworth seconded. Vote taken; vote passed. (Selectman Edwards absent).

6:49 Individual Select Board Issues - Vice Chair Walsworth discussed a road block with the Bond Insurance Quote. The company will not provide a quote without an application. The Treasurer advised that without the current audit, the application will be denied. Vice Chair Walsworth state that there were several quotes from Data Defined over the summer that need to be addressed. Vice Chair Walsworth would like to have the Sales Team come to a Board Meeting for discussion. The Office Manager will reach out to schedule with Data Defined on a Thursday meeting at 5:00pm. Things to discuss are full service, Fire Dept. and SOPHOS-this is required. Vice Chair Walsworth discussed the budget number for a York County Sheriff for Lebanon. There are no contract deputies available for this as they are short staffed. The Sheriff's Office provided the contract for the Town of Waterboro for reference. The fees range from \$84,000 to \$108,000 for coverage depending on the option we pursue. Vice Chair Walsworth discussed the quote for a computer for elections – this will be purchased through AMAZON.

7:32 PM

1. Selectman Harlow – Selectman issues:
 - a. Shared with the Select Board the information he obtained in regards to adding a question or questions to the June ballot regarding overriding the LD-1 limit.
 - b. Distributed to the Board draft copies of a Fund Balance policy and an investment policy for the Board to review and comment on.

- c. Addressed the plan to provide revenue numbers to the Board next week to review for establishing the revenue number to be used for determining the LD-1 limit and for the tax commitment in August.
- d. Recapped the site visit conducted on Wednesday at 826 Carl Broggi Highway.
- 2. Selectwoman Boucher – Selectwoman issues:
 - a. Announced that the parking lot lights have been installed and to contact her if the lights are not as effective as they could be by increasing the brightness or direction. CMP will adjust the lights as needed.
 - b. Informed the Board that the Parks and Recreation Committee had held their second meeting. The next Parks and Recreation Committee will be held on February 7 @ 6 PM.
 - c. Shared with the Board that a Facebook page has been started for Parks and Recreation Department.
 - d. Shared and discussed with the Board funding for the Parks and Recreation Department. The funding discussion ranged from tax appropriation to fund raising events. A suggested tax appropriation of \$1,000 would be added to the previously established Recreation Department budget. Raised funds would be received and handled similar to the method used to track library raised funds.
 - e. Announced to the Board that one of the primary purposes of the committee is to provide connections by having events that bring the residents of the Town together. One of the goals of the committee is to bring together the various Lebanon groups that currently exist in Town to meet with the Parks and Recreation committee to discuss possible ways to help establish those connections.
- 3. Chair Philbrick – Selectman issues:
 - a. Inquired of the Board, if anyone on the Board was interested and able to attend the Noble Community event.
 - b. Reminded the Board of the need to address the Land Use fee structure for the June ballot and the credit card policy review/update.

UNFINISHED BUSINESS

- 1. Removed the parking lot lights from the list.
- 2. Vice Chair Walsworth stated the status of the ongoing repairs at the transfer station. This led into a Board discussion regarding purchasing a skid steer to be used by the attendants to move materials around the facility and for snow removal. Selectwoman Boucher informed the Board that the rental fee for a cardboard compactor was quoted a while back for \$450.00 per month. Chair Philbrick informed the Board that the request by a provider of recycle apparel to place a donation container on Town property has been asked to place it at the transfer station.
- 3. Selectman Harlow stated that the Comprehensive Plan was progressing for the June vote
- 4. Removed the “Log Book of Votes” from the list.
- 5. Selectman Harlow stated that the replacement glass for the front desk had been ordered
- 6. Selectman Harlow stated that he is working with the attorney on Foreclose property sale.
- 7. Added “Emergency Plan Update/Review” to the unfinished business list.

8:23 PM

REVIEW MINUTES

1. Vice Chair Walsworth motioned to accept the January 3, 2024 Select Board Meeting minutes. Seconded by Selectwoman Boucher. Motion passed 4-0.
2. Vice Chair Walsworth motioned to accept the January 4, 2024 Select Board Meeting minutes. Seconded by Selectman Harlow. Motion passed 3-0-1 abstain. (Selectwoman Boucher not present at the meeting)
3. Vice Chair Walsworth motioned to accept the January 10, 2024 Select Board Meeting minutes. Seconded by Selectman Harlow. Motion passed 3-0-1-abstain. (Selectwoman Boucher not present at the meeting).

PAPERWORK

1. Select Board signed a purchase request for shredding 37 boxes of material – price quote of \$600.00. Board approved the over expenditure of the General Government line item for shredding.

8:35 PM

BUDGETS:

1. Select Board worked on the following budgets in preparation for Budget Committee review: Transfer Station, Highway, Cemetery, and Recreation

9:46 PM

1. Chair Philbrick motioned to adjourn the Select Board meeting. Seconded by Vice Chair Walsworth. Motion passed 4-0-0.

Lebanon, Maine Emergency Shelter

EMA Director: Chief Joseph Stefano

Shelter Manager: Janice Church (603)978-9131

Shelter Email: LebanonES@outlook.com

Shelter Facebook: Lebanon, Maine Emergency Shelter

Shelter Locations Available For Use

Lebanon School
65 Upper Guinea Road
Generator Available

Hanson School
53 Upper Guinea Road
NO Generator

North Lebanon Second Baptist Church
259 Bakers Grant Road
Generator Available

Equipment

8 Cots

Box of Blankets

Container with prepackaged food/drinks/silverware

EMA Trailer with 250 more cots and blankets if needed

Copy
for
Kauai
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Section 701

Confer upon the Governor and the executive heads of governing bodies of the political subdivisions of the State certain emergency powers;

Section 781

1. Municipal or interjurisdictional agencies. Each municipality of the State must be served by a municipal or interjurisdictional agency responsible for emergency management.

Section 782

A director must be appointed for each municipal and county or regional emergency management agency. A director of an emergency management agency may not be at the same time an executive officer or member of the executive body of a municipality or interjurisdictional or county or regional agency of the State or a county commissioner. Notwithstanding this section or any other law, a town manager or administrative assistant may also be appointed to serve as the director of an emergency management agency. A director may be removed by the appointing authority for cause

Municipal emergency management director. The municipal officers shall appoint the director of the municipality's emergency management agency. In each municipality that has not established an agency of its own, the municipal officers shall designate an emergency management director to facilitate cooperation in the work of disaster mitigation, preparedness, response and recovery. The emergency management director shall serve as liaison to the appropriate county or regional agency. The county commissioners shall appoint the director of that county's emergency management agency.

82. Agency directors

A director must be appointed for each municipal and county or regional emergency management agency. A director of an emergency management agency may not be at the same time an executive officer or member of the executive body of a municipality or interjurisdictional or county or regional agency of the State or a county commissioner. Notwithstanding this section or any other law, a town manager or administrative assistant may also be appointed to serve as the director of an emergency management agency. A director may be removed by the appointing authority for cau

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2. County agency director. The county commissioners shall appoint the director of that county's emergency management agency.

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Section 742 – under proclamation

Make provision for the availability and use of temporary emergency housing;

Section 784

The Maine Emergency Management Agency and local organizations for emergency management may employ any person considered necessary to assist with emergency management activities. All persons called and employed for assistance shall proceed as directed by the Maine Emergency Management Agency or the local organization. Any person called and employed for assistance either within the State or in another state under chapter 16 or in a Canadian province under chapter 16 A is deemed to be an employee of the State for purposes of immunity from liability pursuant to sections 822, 926 and 940 and for purposes of workers' compensation insurance pursuant to sections 823, 928 and 942, except for persons excluded from the definition of employee pursuant to Title 39 A, section 102, subsection 11. A person holding a professional license in the State may be designated a member of the emergency management forces in that professional capacity only after the individual or the license issuer provides confirmation of a valid license.