





Lebanon, Maine
SELECT BOARD WORKSHOP Meeting
Town Office Conference Room
Minutes –Meeting
February 8, 2024

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

James Folan - ECC
Randy & Beth Oakly -4x4

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

6:01 Snow Bog – need insurance and signed BYOB.

Selectman Harlow would entertain a motion for a presiding officer. Selectman Edwards so moved. Chair Philbrick seconded. Vote taken; vote carried.

This is a Public Hearing for a Mass Gathering Permit. Selectman Harlow stated this is a Quasi-Judicial Board. There is a quorum and no conflicts.

Selectman Harlow shared the documents for review. The Board will need the insurance binder. The board reviewed the documentation. There were no questions.

Selectman Edwards motioned to approve and issue a permit to Randy Oakly, Vermonster 4x4 for a Snow event at 4x4 Proving Grounds 270 Carl Broggi Highway with the following condition provide insurance binder. Chair Philbrick seconded. Vote taken; vote carried.

Selectman Harlow stated that this is a Public Hearing to renew 2 licenses for East Coast Cannabis one is for Retail Store and one is for Manufacturing.

Vice Chair Walsworth explained that he works for the Federal Government and must recuse himself. It isn't a reflection of the business.

Selectman Harlow motioned to close the previous public hearing. Vote taken; vote carried.

Selectman Harlow would entertain a motion to appointment a presiding officer. Chair Philbrick so moved. Selectwoman Boucher seconded. Vote taken 4-0. This is a quasi-judicial hearing. There are no conflicts. Renewal of Adult Store and Adult Manufacturing.

James Folan of ECC is present. Selectman Harlow reviewed the checklist and documents. The Board reviewed the application. Selectman Harlow stated we owe him a refund as he overpaid \$4500.00 – the treasurer will cut a check.

Manufacturing – Selectman Harlow stated that they need an annual inspection of the Knox box. Selectman Edwards asked about different dates of expiration with state and town. Selectman Harlow explained.

Selectman Harlow motioned to approve the renewal application and renew ECC Lebanon Retail AMS511 & ECC Lebanon AMF556 for an Adult Use Store & Adult Use Marijuana Manufacturing Facility, located at 1716 Carl Broggi Highway and an expiration date of 12/16/2024 respectively, with the following conditions to have the Fire Chief inspect the Knox Box.

Selectwoman Boucher seconded. Vote taken; Vote carried.

Selectman Harlow would entertain a motion to close the hearing. Selectman Edwards seconded. Vote taken; vote carried.

Selectman Harlow would like to discuss marijuana while Vice Chair Walsworth is out of the room. 1) Adult Use – you can sell (per ordinance) a business. Allyn Gee is changing to an LLC. They are supposed to post a bond when selling, however Mr. Gee is selling to himself and Selectman Harlow doesn't feel this applies. Selectman Harlow motioned to sign the Adult Use Lebanon Holding Authorization. Chair Philbrick seconded. Vote taken; vote carried.

Selectman Harlow has Facts & Findings to be signed for Natures Medical Store (Bragdon) – Selectwoman Boucher is recused.

Discussion of Public Hearing for Solar Ordinance. Need to schedule Lebanon Elementary for Public Hearing on May 11th at 10:00am. There was discussion regarding Trio Web which is supported by the Board.

Selectwoman Bocher discussed the Parks & Recreation Dept. and the need for a town email for the chair. The Parks & Rec Department will be working the Easter Egg Hunt on 4/7 with Roberta Nolan who puts this event on each year. The Hanson School has allowed the school to be used for this event.

1. Selectwoman Boucher to work with the Office Manager to place a donation container for Easter “goodies” in the town office lobby.
2. Selectman Harlow addressed using the sign post at Station 2 for upcoming event announcements. Office Manager Davis to oversee and coordinate the messages to be posted on the sign. Selectman Harlow stated that Deborah Wilson had volunteered to do

the actual posting of the letters. Selectman Edwards to notify Chief Stefano about the sign posting.

3. Selectman Edwards updated the Select Board on fire issues. Chief Stefano and the Treasurer are upfitting fees and reclassifying expenditures as needed. AFGE Grant applications are being worked on by Chief Stefano and the grant writer for the Pumper/tanker and for fire equipment. Chief Stefano is preparing a presentation for the Budget Committee. The Command vehicle policy is in the draft stage.
4. Selectman Harlow has been working with the fire department in regards to their Facebook page name. Selectman Harlow is working with ADT and American Security for security quotes for the town office. Discussion was held in regards to the installation of cameras for the town office. Selectman Harlow to obtain quotes. Selectman Harlow presented the Fund Balance Policy. Discussion among the Board members was held to obtain a better understanding of the proposal and the reasoning behind the establishment of the percentages addressed in the policy. Selectman Harlow to prepare the policy for final review at the February 15, 2024 BOS meeting. Selectman Harlow updated the Board of the latest happenings in regard to the Carl Broggi Hwy property under consideration for purchase by the Town for a proposed fire station.
5. Vice Chair Walsworth addressed the potential free medical classes for fire/EMS employees and the importance to adequately fund the training budget for the fire department personnel. Vice Chair Walsworth emphasized that the highway budget was proposed by the Road Commissioner, not by the Select Board, the Select Board involvement was to place the budget into the proper format for review. Vice Chair informed the Board that the first meeting for the union contract renewal is scheduled for February 29, 2024. Vice Chair Walsworth presented to the Board the latest quote for improvements at the Transfer Station. After an explanation of the quote, Vice Chair Walsworth circulated a purchase order request to authorize the work and funding for \$2,045. Board members signed the purchase order.
6. Chair Philbrick presented a request received from a resident to change the hours of the transfer station operation. The change would include having the transfer station opened on Friday to reduce the burden on Saturday. Chair Philbrick shared with Selectman Harlow an email received with suggested wording for a ballot question to address the new process for the town to sell tax acquired property. Chair Philbrick shared with the Board the opportunity to attend a General Assistance overview class. Chair Philbrick requested direction from the Board in regards to the MJ funds currently being held at Kennebunk Savings. The Board recommended for the time being leaving the funds with Kennebunk Savings and investing them into the higher savings percentage rate. Chair Philbrick presented an email received from the Office Manager in regards to a better credit card handler for the town office. Chair Philbrick to work with the Office Manager and the Treasurer to flush out the details for this operation.

8:55 PM - REVIEW OF MINUTES:

1. **Vice Chair Walsworth motioned to award clean-up of Forest Grove Cemetery to York River Landscaping LLC of York Maine for total of \$1,700.00 added to the**

- original mowing bid. Seconded by Selectman Edwards. Motion passed 3- yes (Walsworth, Edwards, Harlow), 0- no, 2- abstain (Boucher, Philbrick).
2. Vice Chair Walsworth motioned to accept the February 1, 2024 minutes as amended. Seconded by Selectman Edwards. Motion passed 3-yes (Walsworth, Edwards, Harlow), 0-no, 2-abstain (Boucher, Philbrick)
 3. Selectman Harlow motioned to accept the January 24, 2024 minutes as amended. Seconded by Selectman Edwards. Motion passed 3-yes (Harlow, Boucher, Edwards), 0-no, 2- abstain (Philbrick, Walsworth).

PAPERWORK:

1. Board signed plowing contract for Hillside Firewood
2. Board signed 3 training requests

UNFINISHED BUSINESS

1. No changes

9:09 PM - ITEMS REQUIRING EXECUTIVE SESSION:

1. Vice Chair Walsworth makes a motion to enter into Executive Session for Personnel Matters pursuant to 1 M.R.S.A. 405(6)(A). Seconded by Selectwoman Boucher. Motion passed 5-0.
2. 10:22 PM – Chair Philbrick motioned to exit executive session. Seconded by Vice Chair Walsworth. Motion passed 5-0.

BUDGETS:

1. Vice Chair Walsworth updated the Board on the proposed 2024/2025 budget.
2. General Government waiting on additional quotes: Managed Services, Security
3. Dispatch – Quote on cross band repeaters
4. Codes and Land Use – Conservation supplies and dock repair. Codes extra hours
5. Scheduled BOS budget meeting for February 14, 2024 @ 5:30 PM
6. Added “Ballot Questions” to Unfinished Business

10:40 PM

1. **Chair Philbrick motioned to adjourn the meeting. Seconded by Vice Chair Walsworth. Motion passed 5-0.**