

Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
February 15, 2024

<i>HP</i> Paul Philbrick – Chairman	Anthony Peso-Conservation
Shelli Boucher – Selectwoman	John Bozak-Conservation
Michael Walsworth - Vice Chair	Jerry Lanoie-Conservation
<i>KE</i> Kevin Edwards – Selectman	Dan Blanchette-Conservation
<i>© Richard Harlow - Selectman</i>	Melissa & Colby Warren – Natural High
	Molli Flynn – N. Country Cannabis
	Dee Sims – Data Defined
	David Buthlay-Data Defined

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

5:59PM Pledge of Allegiance
Roll Call

6:00pm Public Hearing for North Country Cannabis Renewal of Adult Use Retail Store. Selectman Harlow would entertain a motion for a presiding officer. Selectwoman Boucher nominated Selectman Harlow. Chair Philbrick seconded. Vote taken 4 in favor (Harlow, Edwards, Boucher, Philbrick) 1 recused – Michael Walsworth – conflict due to employer. Vice Chair Walsworth left the meeting.

Selectman Harlow read a statement, there is a quorum and no conflicts. This is for a Renewal of an Adult Use Store for North Country Cannabis. Molli Flynn is present but has not comments. Selectman Harlow verified that they are in compliance with no complaints. Selectman Harlow would entertain a motion to close. Chair Philbrick so moved and Selectwoman Boucher seconded. Vote taken 4 in favor (Harlow, Edwards, Boucher, Philbrick)

Selectman Harlow motioned to renew a license to North Country Cannabis ME LLC for an Adult Use Marijuana Store located at 1 Wiggin Street with an expiration date of 2/24/2024. Vote taken 4 in favor (Harlow, Edwards, Boucher, Philbrick)

Selectman Harlow motioned to close the Public Hearing; Selectwoman Boucher seconded. Vote taken 4 in favor (Harlow, Edwards, Boucher, Philbrick)

6:07 Public Hearing for Melissa Warren to Renew Medical Store DbA Natural High on Carl Broggi Highway and for a grow at 676 Upper Guinea Rd.

Selectman Harlow read a statement that the license expired 8/23/23 and Ms. Warren would like the license to sync with the State license which expires in February. All fees have been paid. The store on Carl Broggi must keep curtains closed at all time

so that nothing is visible through the window. Ms. Warren will be getting permanent window covering (privacy film).

Selectman Harlow motioned to approve the application and to renew the license to Melissa Warren DBA Natural High, CGR25739, for a Registered Caregiver Retail Store and a Registered Caregiver Home Operation (up to 12 mature plants) located at 1498 Carl Broggi Hwy, Unit 2 and 676 Upper Guinea Rd respectively, with an expiration of 2/1/2025, subject to the following conditions of approval:

- A. Curtains shall remain closed at all times until privacy window film is installed.
- B. The fee to extend the license from August 23, 2024 to February 1, 2025 will be paid w/in 30 days.

Selectman Harlow made a motion to close, Selectman Edwards seconded. Vote taken 3 in favor (Harlow, Edwards, Philbrick)

6:20pm Vice Chair Walsworth & Selectwoman Boucher came back to meeting.

6:22pm Conservation Commission would like to present information. John Bozak named the other members: Tony Peso, Dan Blanchette, Jerry Lanoie, Don Leuchs, and associate member Nancy Rogers. (Rogers & Leuchs not present).

Mr. Bozak informed the Board that the Conservation Commission has been examining land and they have a proposal. They would like the Select Board to have a referendum on the Ballot for the June election. There are 5 lots, mostly wetlands that the Conservation Commission would like to have these protected as wetland habitat. There was discussion of the lots addressed and the possible usage for this project. Ideas were hiking, hunting & fishing. The Conservation Commission presented the proposed warrant article. Vice Chair Walsworth discussed remote meeting here and hosted from here. This is because the Conservation Commission & Select Board meet on the same nights. Vice Chair Walsworth addressed the request for town a town email account for the Conservation Commission & the Parks and Recreation committee. The Town has 3 available and we will give 1 to each committee above.

Selectman Harlow motioned to place the Conservation Commission request to place the Broggi Wetland and Wildlife Area on the June Ballot. Vice Chair Walsworth seconded. Vote taken; vote carried.

Vice Chair Walsworth discussed the Intercept Service Agreement changes from Frisbee and the charge of \$175 per intercept and they receive the billing as well. Chief Stefano plans to counter proposal. There was discussion about negotiations.

7:09 Vice Chair Walworth motioned to enter into Executive Session pursuant to 1 M.R.S.A. § 405 (6)(A) – Fire Dept. applicant. Selectman Edwards seconded. Vote taken; vote carried.

7:27 PM **Selectman Harlow motioned to exit executive session. Selectman Edwards seconded. Motion passed 5-0-0.**

7:30 PM AGENDA ITEMS – continued:

1. Data Defined representatives arrived to discuss quotes they had submitted for computer services
2. Select Board and Vendor discussed current status of computer security and services and compared with proposed updates.
3. Select Board and Vendor discussed Town and Fire proposals.
4. Overall recommended services would approximately double the yearly expense
5. Discussion was conducted in regards to the addition of a mobile device for the Code Officer.

8:00 PM

1. Select Board continued the discussion about the options, costs, and fees for the coming year to include the recommended services Data Defined suggested.
2. Vice Chair Walsworth inputted the new budget numbers into the proposed 2025 budget
3. Select Board discussed the Codes and Land Use request for updated Code books and the different options available to obtain them. Select Board went with the soft cover books and a PDF copy.
4. Select Board addressed the fire technology core package proposed by Data Defined. Discussion included the total cost for the services which was added to the proposed 2025 budget.
5. Selectman Harlow presented a preliminary estimate for the Town Office building security update/modification. An estimate of approximately \$6,000.00 will be used for budgeting purposes at this time.
6. Vice Chair Walsworth provided an estimate of how much the proposed budget will have to be reduced to stay under the LD-1 cap. The approximate number of the overage to date is \$104,513.00.

8:33 PM INDIVIDUAL SELECTMAN ISSUES:

1. Selectman Edwards: Addressed permit fees, but turned the discussion over to Vice Chair Walsworth.
2. Selectwoman Boucher: Discussed the progress made with obtaining email addresses for the Conservation Commission and for the Parks and Recreation committee. There are currently 3 email addresses available, the Office Manager will input a request for an email address for each of the two departments.
3. Vice Chair Walsworth: Shared with the Board the Town and/or Code ordinances that are slated to be on the June 2024 ballot for voter acceptance. Commented on the Chief's grant application for a pumper/tanker. Addressed the upcoming ballot questions.
4. Selectman Harlow: Discussed the Fund Balance Policy changes that he had made to last week's proposed policy. **Selectman Harlow made a motion that the Select Board adopts the Fund Balance- General Fund Policy dated February 15th, 2024. Motion seconded by Vice Chair Walsworth. Motion passed 5-0-0.** Selectman Harlow informed the Select Board the information he had obtained from a conference call with

the design team in regards to RTE 202 access from the Auction Barn parking lot. Selectman Harlow shared with the Select Board the proposed presentation that the design team will be presenting to DOT for the emergency vehicle access to RTE 202 from the Auction Barn lot. Discussion was held in regards to the amount of usable land available at the Auction Barn location. A question was asked in regards to the selling of Station 2 (Blaisdell Corner). Chair Philbrick did not recommend doing so at this time. Selectwoman Boucher would like to see if the property can be used potentially for a library location.

5. Chair Philbrick: Informed the Select Board that a Select Board meeting has been scheduled to start at 6:00 PM on Wednesday – February 21, 2024 if so needed to prepare for the budget committee. Chair Philbrick presented the Floodplain Management Ordinance for the Town of Lebanon, Maine and requested Board input on the Application Fee and Expert's Fee section. The general consensus of the Board is to have a minimum fee of \$25.00 which will be reviewed annually for the Select Board and adjusted as needed. **Chair Philbrick motioned to enter into Executive Session pursuant to 1 MRSA 405(6)(A) for a personnel issue. Motion seconded by Selectwoman Boucher. Motion passed 5-0-0.**
6. **Vice Chair Walsworth motioned to exit executive session. Seconded by Selectman Edwards. Motion passed 5-0-0.**

9:24 PM UNFINISHED BUSINESS:

1. Transfer Station – Repairs scheduled to be completed by February 22, 2024
2. Town Office Repairs – Glass removal complete.
3. Added Station 1 side door closure and back door replacement.

REVIEW MINUTES:

1. **Selectman Harlow motioned to approve the Select Board Meeting Minutes as presented. Seconded by Selectman Edwards. Motion passed 4-yes, 0-no, 1-abstain (Walsworth)**
2. **Vice Chair Walsworth motioned to approve the Select Board Meeting Minutes as presented. Seconded by Selectman Harlow. Motion passed 4-yes, 0-no, 1- abstain (Edwards-not present)**

PAPERWORK:

1. Board approved a Training and Development Class Request for Codes.
2. Board discussed and set the delinquent tax rate for 2024 to be 6.5% based on the State's maximum rate of 8.5%.
3. Chair Philbrick presented the Animal Shelter Service Agreement for Pope Memorial Humane Society-Cocheco Valley – renewal. **Selectman Harlow made a motion to sign the Pope Memorial Humane Society service agreement. Selectwoman Boucher seconded the motion. Motion passed 5-0-0.** Chair Philbrick signed the agreement.

9:35 PM – Selectman Edwards motioned to adjourn the meeting. Seconded by Selectman Harlow. Motion passed 5-0-0.