




**Lebanon, Maine**  
**SELECT BOARD MEETING**  
**Town Office Conference Room**  
**Minutes –Meeting**  
February 22, 2024

 Paul Philbrick – Chairman	Ashley Tibbetts
Shelli Boucher – Selectwoman <b>Excused</b>	Stephen Holtby
 Michael Walsworth - Vice Chair	Chief Stefano
 Richard Harlow III – Selectman	Dep. Chief Wentworth
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  
Roll Call – Selectwoman Boucher Excused

6:01 Agenda – Ashley Tibbetts and Stephen Holtby discussed the fire at Mr. Holtby's residence on Van Veen. There was discussion of the response time, logistics, water supply and radio communication.

6:30 Selectman Edwards discussed a note from Chief Stefano – the AFG Grant has been submitted. Chief is waiting for the outcome of EMS Grant. Chief is working on inspection and testing of all hydrants including dry hydrants. Chief will be scheduling inspection and get a list of regular inspections. There is an educational training schedule being planned. Chief Stefano is working on a debrief.

Vice Chair Walsworth stated that it is important the residents understand that the Fire Department is NOT a full-time fire department. The Chief and 1 paramedic are the only full-time employees on the fire department. All others are per diem. Chair Philbrick stated that many are full time at other fire departments and are being trained by them. Vice Chair Walsworth stated that there is a lot to do to improve the Fire Department – the Board is working with the Chief and employees.

7:03 Individual Board Member Issues – Vice Chair Walsworth discussed an email from a resident about what can be said regarding town employees. Vice Chair Walsworth explained that there is no law that prevents discussion of officers and employees. However, if that discussion can cause harm to an employee, then Maine law protects the employee from that discussion being done in public. Selectman Harlow disagrees with that this is law.

Selectman Harlow discussed security quotes are less than \$2000 which doesn't include cameras. Cameras would be \$3000. We are waiting for a

quote from ADT. Selectman Harlow discussed things that the budget committee discussed. They stated that the Board used their discretion in buying vehicles for fire.

7:12 The Code officer came before the board to discuss complaints. There is a business running in a residential area that has not been before the planning board. The owner is misrepresenting the use. The Code Officer would like to recuse himself from this as there may be a potential conflict. The Code Officer asked if he could send this to the Attorney. The Board said yes.

7:14 Individual Selectboard Issues continued – Continues from Selectman Harlow the CIP – the Budget Committee stated that it could only be used for an ambulance. Selectman Harlow corrects the record – on 3/11/21 Chief Flynn proposed the 30% ambulance revenue for Fire Truck Lease payments of \$50-60K. Board members Russell, Lizotte & Cole agreed as did Debra Wilson & James DuPrie. Selectman Harlow has the link if anyone would like to know where it is. On 3/17/21 Chair Philbrick brought this to the Budget Committee for fire truck, ambulance and other equipment. On 3/31/21 the budget committee voted 6-3 in favor of the article. On 4/12/21 the Select Board voted all in favor. On June 8<sup>th</sup> at the Annual Town Meeting the people voted – for emergency vehicles – yes 474 to no 285. This passed. Equipment purchased – a brush truck, command vehicle and tanker truck. There was discussion of volunteers and liability. Selectman Edwards would like information from town attorney on this.

7:38 PM

1. Selectman Harlow addressed the Facts and Findings for several public hearings recently held by the Select Board in regards to marijuana town approval. It was decided to hold off acting on these until the next meeting when Selectwoman Boucher would be present. Selectman Harlow presented a purchase order for a refund of \$4500.00 to East Coast Cannabis, which the Board approved by signing. Selectman Harlow presented information on the marijuana account, which included information regarding revenue and expenses. The account, according to the Treasurer needs to be “Trued-up”. **Selectman Harlow made a motion to annually “True-up” the marijuana Bank Account at the end of June for the end of Fiscal year. Selectman Edwards seconded the motion. Motion passed 3-0-1 (Walsworth abstained).**
2. Selectman Edwards asked for an update on the “fee structure” being considered for the June vote. Vice Chair Walsworth stated that he was working on that with Codes.
3. Chair Philbrick requested Board guidance on the fee schedule to add to the Floodplain Management Ordinance. The Board determined to use the suggest wording provided by the originators of the ordinance “A nonrefundable application fee, as established annually by the Board of Selectman shall be paid to the City/Town Clerk and a copy of a receipt for the same shall accompany the application”. Chair Philbrick updated the Board on the status of the fence repair at the transfer station – currently awaiting new quotes for Waste Management’s insurance company. Chair Philbrick notified the Board that the CPR class

scheduled for the office staff on Friday had been cancelled and will be rescheduled for a later time. Chair Philbrick addressed the safety audit report for the town office and requested the Board review the document for discussion at a later meeting. In the report, there is a finding about hazardous material found that needs to be disposed of. Contact has been made with a potential vendor that will dispose of the material. Selectman Harlow asked for a quote to have the vendor hold a one-day hazardous disposal for Lebanon residents.

4. Vice Chair Walsworth addressed the Board in regards to employee protection from personal attacks in public session.

8:07 PM

#### UNFINISHED BUSINESS

1. Transfer Station – gutters complete, balance of work to be completed shortly. Establishing a traffic pattern and the purchasing of a compact trac-loader was discussed.
2. Create “Hot Sheet” was removed
3. Guard Rail – was removed
4. Roads – was removed
5. Sign Ordinance – was removed
6. Station 1 – door changes – awaiting a quote

8:26 PM

1. Selectman Harlow addressed the number of hours the Fire Chief works. Normally stated as 40+ hours per week, in reality the hours are more in the 50+ range – depending on the events that occur during the week.

#### MINUTES

1. **Vice Chair Walsworth motioned to accept the February 21, 2024 Select Board Meeting minutes as presented. Seconded by Selectman Harlow. Motion passed 3-0-1 (Edwards abstained)**
2. **Selectman Harlow motioned to accept the February 15, 2024 Select Board Meeting minutes as amended. Motion passed 3-0-1 (Walsworth abstained)**

#### PAPERWORK

1. Select Board approved a time off request.
2. Select Board approved a training request for a class on preparing for an audit.
3. Select Board reviewed a request for temporary help for the Treasurer to support the on-going audit. **Selectman Harlow motioned to contract with a temp agency to provide help for the Treasurer to assist in audit preparation – 16 hours per week till May 31, 2024. Motioned seconded by Vice Chair Walsworth. Motion passed 4-0-0.**

8:45 PM

**ITEMS REQUIRING EXECUTIVE SESSIONS**

1. **Vice Chair Walsworth motioned that the Select Board go into Executive Session pursuant to 1 MRSA 405(6)(A) to discuss fire personnel. Motion seconded by Selectman Edwards. Motion passed 4-0-0.**

11:00 PM

**Selectman Harlow motioned to exit executive session and adjourn the Select Board meeting. Seconded by Selectman Edwards**