

Lebanon, Maine
Select Board
Town Office Conference Room
Minutes –Meeting
Thursday, June 23, 2022



Members Present

Paul Philbrick – Chairman
James DuPrie – Vice Chair
Ernest Lizotte, Jr. – Selectman
Shelli Boucher – Selectwoman
Michael Walsworth – Selectman

Others Present

Jeri Basko
Laura Bragg
Richard Harlow
Elaine Hartford
Robert Travers
David White
Deborah Wilson

Theresa Hartford

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

6:00 PM

1. Pledge of Allegiance
2. **Department Head – Fire Chief – Meet & Greet New BOS members – Budget**
 - a. Discussion was held in regards to the 2021-2022 fire budget and the over expenditures.
 - b. Discussion was held in regards to the fire insurance settlement for the equipment damaged during the fire on Heath Road.
 - c. Discussion was discontinued in order to open the Budget Committee Meeting and allow them to participate in the discussion (Agenda item 5B)

7:15 PM

1. Budget Committee

- a. Discussion was held in regards to who was actually on the Budget Committee due to the recent election process.
 - A motion was made by Vice Chair DuPrie to recognize Chip Harlow and David White as an Active Budget Committee member for the duration of today's meeting. Motion seconded. Motion passed with all in favor.
- b. Select Board Chair distributed copies of the 2021-2022 - Expense Summary Report as of June 23, 2022 to all members of the Committee.
- c. Select Board Chair identified the estimated over expenditures
 - Legal over \$10,000
 - Dispatch over \$601
 - Transfer Station over \$3,000
 - Fire Department over \$40,000
 - Total of \$53,601.00 minus contingency of \$37,066.00 – leaving a balance of -\$16,535.00
- d. Select Board Chair identified the estimated under expenditures that will be forwarded to the unassigned fund at the end of the fiscal year.
 - Recreation - \$3,580.00
 - General Assistance - \$7,500.00
 - Cemetery Care - \$3,000.00
 - Total of \$14,080.00

- e. Chip Harlow asked if a referendum would be used to authorize the use of unexpended funds or general funds to cover the overages. He recommended considering the use of an open-ended question at an open town meeting.
- f. Laura Bragg expressed her concern about open questions
- g. BOS Chair presented the insurance settlement information for the Heath fire and the number of damages not covered by the insurance settlement. The claim was for approximately \$56,000 and approximately \$18,000.00 was received. There was discussion on what needed to be done to address the non-covered items. Board to contact the Town's insurance carrier to appeal the settlement.
- h. Fire Chief was asked why the Fire Truck was positioned so closely to the fire to suffer heat damage. Chief explained the type of fire and circumstances involved determined the positioning of the fire truck.
- i. Chief was asked to review his 2022-2023 budget and identify any areas of concern for the upcoming budget year.
- j. Chief raised concerns in regards to the salary budget and the maintenance budget. Upcoming concerns are building maintenance, roof, and furnace.
- k. Discussion was held on the increase costs of fire gear. Example was provided of how fire gear prices increased from \$3,492 to \$4,549 in one year with longer lead times for delivery.
- l. Discussion was held on delaying the Town meeting until late July or early August to determine realistic numbers. This would include the over expenditures, fire insurance shortage, and the increase liability insurance premium.
- m. 8:15 pm – Budget Committee adjourn their meeting
- n. In closing remarks - Chief updated the Board on the Brush truck improvements and the expected date it will be in service. Deborah Wilson and M&M Auto were recognized by Vice Chair DuPrie for their contribution towards the "wrapping" of the brush truck.

8:25 PM

- 1. Motion made by Vice Chair DuPrie to break for 10 minutes and reconvene at 8:35 pm. Motion seconded by Selectwoman Boucher. Motion passed with all in favor.

8:35 PM

- 1. Motion made by Vice Chair DuPrie to reconvene. Motion seconded by Chair Philbrick. Motion passed with all in favor.

2. Review of Minutes

- a. Chair Philbrick shared the MMA legal opinion for allowing the seated Select Board to approve minutes of the previous Board's meetings.
- b. Selectwoman Boucher and Selectman Walsworth reviewed the previous minutes.
- c. Vice Chair DuPrie motioned to accept the minutes of May 31, 2022 as presented. Seconded by Selectman Lizotte. Motion passed with all in favor.
- d. Vice Chair DuPrie motioned to accept the minutes of June 2, 2022 as presented. Seconded by Selectman Walsworth. Motion passed with all in favor.
- e. Vice Chair DuPrie motioned to accept the minutes of June 4, 2022 as presented.
 - Seconded by Selectman Walsworth. Motion passed with all in favor.
- f. Vice Chair DuPrie motioned to accept the minutes of June 9, 2022 as presented.
 - Seconded by Selectman Walsworth. Motion passed with all in favor.
- g. Vice Chair DuPrie motioned to accept the minutes of June 16, 2022 as presented. Seconded by Selectman Walsworth. Motion passed with all in favor.

3. Paperwork

- a. Reviewed and signed the Birch Point Property Management contract to mow the Forest Grove Cemetery. Chair Philbrick informed the Board that Birch Point Property Management was the next contractor on the list of bidders for the Forest Grove contract and they had very satisfactorily mowed the cemetery.
- b. Reviewed a request to purchase and install replacement computers, one for Codes and the other for the Deputy Clerk for the total sum of \$3901.58 to come out of the 2022/2023 budget. Vice Chair DuPrie made a motion to accept the price of \$3901.58 and purchase the computers. Selectwoman Boucher seconded the motion. Motion passed with all in favor.
- c. Reviewed the Treasurer's Policy on Disbursement warrants. Selectman Walsworth identified an area of concern in the warrant and suggested a change to section III reference to 30-A MRS 55603(2)(A) from (1 and 3) to (1,2, and 3). Warrant was returned to the presenter for review and change.

4. Agenda Items

- a. Reviewed the contract for Assessing Service with the latest changes which included assigning the responsibility of data entry to O'Donnell and the funding to support the change. Vice Chair DuPrie noted an error on page 5 of the contract listing the "Town" for data entry, should say "Company". Discussion was held in regards the completion of the assessing will allow the assessing factor with the State to be in the 95% range which will increase the CMP tax payment to the Town. Vice Chair DuPrie made a motion to accept the O'Donnell Assessing Services Contract with the change noted. Chair Philbrick seconded the motion. Motion passed with all in favor.
- b. Reviewed the Assessing Services billing for services and data inputting. Chair Philbrick made a motion to take the \$72,835.00 from Assessing Agent line item, \$10,000.00 from Regular Wages, and \$17,500 from Selectman Wages to pay the assessing invoice # 7417 of \$100,335.00. Vice Chair DuPrie seconded the motion. Motion passed with all in favor.

5. Unfinished Business

- a. O'Donnell Contract – Awaiting corrected contract for signature
- b. Hebo-Hybo – No change
 - Gate pull down, rocks placed in the roadway. Additional No-Parking signs requested on road, Move Town Forest sign, ATV noise – ATV Club to be notified,
- c. Install Light at Park & Ride – No change
- d. Performance Reviews – No change
- e. "Covid" Funds Plans – Mid July start date
- f. Transfer Station – Sign to be ordered in July, July 21st "kick-off" recycling study
- g. Vault/Shelves – Selectman Walsworth
- h. Office Hours – No change
- i. Added: Pavement at Transfer Station – Road Commissioner, Public Access Policy – Board, Insurance – Board, Selectmen Bylaws – Board, Ethic's Complaints – Board/August, Grant Review/update – Selectman Walsworth, Propane – prebuy – Vice Chair DuPrie

6. Individual Selectman Issues

- a. Vice Chair DuPrie – Propane pre-buy
- b. Selectman Walsworth – Grants

- c. Vice Chair DuPrie – Updated residents and Board on “Pot” Camper located at Depot Rd/202 intersection.
- d. Vice Chair DuPrie – Updated residents and Board on potential reimbursement of legal expenses by the Office of Cannabis Policy
- e. Vice Chair DuPrie- Budget Committee – 2 openings. How to fill. Interviews/off ballot. Vice Chair DuPrie made a motion to appoint Chris Gilpatrick onto the Budget Committee. Motion questioned by resident whether or not Chris Gilpatrick had been asked if he was interested in the position. Vice Chair DuPrie to ask and in the meantime interview for an alternate.
- f. Cell phone for Code was discussed. Vice Chair DuPrie to follow up on phone plans.
- g. Selectman Walsworth – Discussed a Social Media site for the Town
- h. Selectman Walsworth – Addressed Union negotiations – postponed to Executive Session
- i. Selectman Lizotte – No issues this week
- j. Chair Philbrick – Requested information on the scheduling of the usage of Stuart’s field on Center Road that former Selectman Adams was doing. Currently Dave Adam is overseeing it. Vice Chair DuPrie made a motion to appoint Selectwoman Boucher to take over the scheduling of Stuart’s field. Motion seconded by Selectman Walsworth. Motion passed with all in favor.

7. Public Participation

- a. Deborah Wilson: Recognition of the difficult week for the Fire Department and the very much appreciated services of Pastor Mark Foster (Chaplain for the Department). Fund raising drives, Glass jars for the library.
- b. Laura Bragg: Noble Little League Girls – softball

8. Vice Chair DuPrie made a motion to go into Executive Session for Personnel Matters pursuant to 1 MRSA 405 (6)(A), to be followed by Executive Session for Labor Negotiations pursuant to 1 MRSA 4405 (6)(D).

- a. Vice Chair DuPrie made a motion to exit Executive Session and to adjourn the meeting. Motion passed with all in favor.