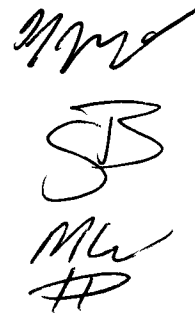


Lebanon, Maine  
Select Board  
Town Office Conference Room  
Minutes –Meeting  
September 29, 2022



Members Present

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

Others Present

Ed Baker – Conifer Drive  
Dorothy Bebris  
Fire Chief Kurk Flynn

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

6:00 pm

**Pledge of Allegiance:**

**Public Participation:**

1. Ed Baker presented and read a letter referencing requested road work on Conifer Drive, which was signed by seven residents. The requested work included brush removal, winter sand removal, ditching, and re-pavement.

**Department Head Briefing: - Chief Flynn**

1. Requested the status of the York County Hazardous Mitigation Plan that the Select Board was reviewing. Board still in the process of reviewing.
2. Discussed bidding process for excess equipment. A rough draft of a bid proposal was presented by Chair Philbrick to the Chief and Board for additional input.
3. Discussed Fielding Oil's proposed contract for diesel fuel for the emergency vehicles. Board reviewed the proposal and requested clarification.
4. Discussed protective vests for department personnel. Selectman Walsworth shared that there may be grant money available at the County level to fund the purchase.
5. Discussion held in regards to Station 1 modifications (roof and addition). Chief Flynn requested permission to move the trailer from its current location to the newly installed pad.
6. Discussion of Station 2 – to house possibly two pieces of fire equipment for the winter.
7. Discussed proposed bid for doing modification work at Station 1. Additional quotes being sought.
8. Selectman Walsworth and Selectwoman Boucher working with the department.
9. 7:14 pm. Vice Chair DuPrie motioned to enter into Executive Session for Personnel Matters Pursuant to 1 M.R.S.A. 405 (6)(A) and return to general session after. Seconded by Selectwoman Boucher. Motion passed with all in favor.
10. 8:26 pm. Chair Philbrick motioned to exit Executive Session. Selectman Walsworth seconded the motion. Motion passed with all in favor.
11. Selectman DuPrie motioned to return to general session. Selectman Walsworth seconded the motion. Motion passed with all in favor.
12. Selectwoman Boucher made a motion to hire the applicant for the part-time deputy clerk position. Vice Chair DuPrie seconded the motion. Motion passed with all in favor.
13. Selectwoman Boucher made a motion to appoint the Office Manager as the temporary Marijuana administrator, until the date of December 31<sup>st</sup>, 2022. Vice Chair DuPrie seconded the

motion. Motion passed with Chair Philbrick, Vice Chair DuPrie, and Selectwoman Boucher voting yes, and Selectman Walsworth abstaining.

**Agenda:**

1. **TEXTMYGOV PRESENTATION:** TEXTMYGOV uses smart texting technology to communicate with citizens of a Town. The company's representative was contacted by phone. Possible proposals and options were discussed. One proposal had an estimated cost of \$6,750 for the first year and \$4,500 for the second year. No action taken by the Board.
2. **Winter Road Maintenance Contract Review** – The Select Board review the contract and the proposed changes to the contract. The Board determined to remove the "Sign on Fee" from the contract and to increase the Payment Schedule as follows: \$80.00 per hour for 1 or 2-Ton 4X4, \$100.00 per hour for Over 22,000 GVW rear wheel - \$112.75 per hour when wingman is required, \$110.00 per hour – Over 22,000 GVW 4X4 - \$122.75 per hour when wingman is required. Vice Chair DuPrie motioned to accept the Winter Road Maintenance Contract as amended. Selectman Walsworth seconded the motion. Motion passed with all in favor.
3. **Transfer Station-Pest Control & Demo drop off time:** Three quotes were reviewed: Simply Pest Solution - \$80.00 per month with a \$195.00 setup fee, Dependable Pest Solutions, INC - \$95.00 per month with an initial service charge of \$550.00, Modern Pest Services – two quotes – Smart System - \$1200 initial service - \$400 per month - \$5600 total for year 1 or \$225 initial service - \$75 per month - \$1250 for the first year. Discussion was held in regards to the methods to be used and the secondary effects. Vice Chair DuPrie motioned to accept the Simply Pest Solution proposal as submitted. Selectwoman Boucher seconded the motion. Motion passed with all in favor. Additional discussion was held in regards to the dropping off of demo materials at the Transfer Station. The Station operator requested a ½ hour prior to closing time drop off time limit. Board discussed. Vice Chair DuPrie motioned to close off demo drop off 30 minutes prior to closing time, starting October 24, 2022. Selectman Walsworth seconded. Motion passed with all in favor.
4. **Ethics Policy- Clarification:** Chair Philbrick addressed the Executive Session statute requirements when dealing with personnel issues. Regardless whether an employee, appointee, elected official, or a resident, everyone is to be treated the same and are all allowed to meet in executive session in matters that may be detrimental to their reputations.
5. **Conifer Drive:** Discussion was held by the Board in regards to Mr. Baker's request for roadway work on Conifer Drive. The Board will forward the letter with the request for services to the Highway Department and discuss the request with the Road Commissioner.

**Unfinished Business:**

1. Updated the listing: See attachment

**Individual Selectmen Issues**

1. Selectman Walsworth
  - a. Assignment of departments:
    - Transfer Station and Fire Department – Selectman Walsworth and Selectwoman Boucher
    - Town Office – Chair Philbrick
    - Animal Control, Library, Assist with Codes – Vice Chair DuPrie
    - Highway – Selectman Lizotte
  - b. Discussed hiring and dismissal of employees – policy

- c. Discussed meeting with a resident
- d. Asked about the marijuana bond requirement
- e. Shared information about GIS – Software- and potential demonstration
- f. Inquired about Dixon Road culverts
- g. Inquired about unpaid personal property taxes
- 2. Selectwoman Boucher
  - a. Extended an invitation for an open forum with the public on October 19, 2022 to be held at the Fire Station
  - b. Shared information on complaints received by the Transfer Station employees in regard to not practicing recycling at the facility. Emphasized that Transfer Station employees are not responsible for that practice, and the complaints need to be expressed directly to the Select Board.
  - c. Inquired about the status of having bins for glass and/or cardboard
- 3. Vice Chair DuPrie
  - a. Shared with the Board information he had on the combining of lots for tax purposes only.
  - b. Shared with the Board information about Trio – Coding for Codes – potential Trio Web product
- 4. Chair Philbrick
  - a. Shared with the Board the MEMIC Premium Audit adjustment for the 2021-2022 fiscal year. Premium rate quoted was \$29,515, actual premium (after the audit review) - \$37,202.

#### **Review of Minutes**

- 1. September 22, 2022 Minutes: Selectwoman Boucher made a motion to accept the minutes as presented. Selectman Walsworth seconded the motion. Motion passes with Selectman Walsworth, Selectwoman Boucher, Chair Philbrick voting yes. Vice Chair DuPrie abstained (not present at the meeting).

#### **Paperwork**

- 1. Signed purchase order for office supplies
- 2. Signed notary application for Town Treasurer

#### **Adjournment**

- 1. (10:53 pm) Chair Philbrick motioned to adjourn the meeting. Vice Chair DuPrie seconded. Motion passed with all in favor.

Sept 26, 2022

To: Town of Lebanon, ME

Subject: Conifer Drive

Hello, my name is Ed Baker

I live on on Conifer Drive. This letter represents all the residents of Conifer Drive.

Names are listed at the end of this correspondence.

Conifer Drive was built to state spec's and turned over to the Town of Lebanon in 1983 (39 years ago).

The Town of Lebanon has cut back the bushes twice since then. It has never been ditched. The only maintenance done to the pavement is patching in the past three years. The street has had deliveries of very heavy loads for fuel, cement, gravel, loam, building supplies, etc. over 39 years.

Because of the neglect by the Town of Lebanon the street is fast deteriorating. There has been a large buildup of winter sand on the side of the street from years of neglect by the Town of Lebanon.

There are sweet fern, maple, oak and pine growing at the edge of the tar.

We the undersigned feel that we are overdue for consideration. The street including the cul-de-sac is .2 miles long

It would be highly appreciated if the Town of Lebanon took this information seriously.

Mr & Mrs Eric Allard  
Mr & Mrs John C Rienssich  
Mr & Mrs. Raymond Wallace  
Mrs & Mrs. Brian Silver  
Mr & Mrs Joseph H Martin  
Mr & Mrs Edward Buller  
Mr. & Mrs. David Martin