

**Lebanon, Maine**  
**SELECT BOARD MEETING**  
**Town Office Conference Room**  
**Minutes –Meeting**  
**July 20, 2023**

Paul Philbrick – Chairman	John O'Donnell & Mike O'Donnell
<i>SB</i> Shelli Boucher – Selectwoman	Ben Thompson
<i>ML</i> Michael Walsworth - Vice Chair	Rick Emmons
Richard Harlow III – Selectman	Deborah Wilson      Matt Leggett
<i>KE</i> Kevin Edwards – Selectman	Joe Stefano

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

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5:15 pm Pledge of Allegiance (delay due to technical difficulties)

Mike O'Donnell provided an overview of the reevaluation process. Mr. O'Donnell discussed the State ratios and other factors that were used. This is done by State guidelines. There was much discussion to the work put into coming up with the values. Ideally a town should be at a ration of 98% or higher. The question is if the town wants to use the data between 4/1/22 through 3/30/2023. Selectman Harlow motioned to accept the sales data of 4/1/22 through 3/30/23. There was more discussion. Vice Chair Walsworth seconded motion. Mike O'Donnell was asked and discussed the time frame to keep up with current evaluations. If a Town wants to keep it tight the goal would be every 4-5 years – or 5-6 years. The valuation effects the homestead percentage as well as revenue from CMP. Selectman Edwards discussed maintaining inventory and was advised that this information comes from Code. Selectman Harlow restates his motion to allow O'Donnell & Associates to use the sales data from 4/1/2022 through 3/30/2023. Selectman Walsworth affirms his second. Vote taken - all in favor 5-0.

Selectman Harlow discussed marijuana business and personal property. Mike advised that John O'Donnell should answer these questions. John O'Donnell discussed Personal Property Assessing and taxing with the Board. John O'Donnell discussed the reevaluation letters and that they need to be sent to the printer as well. Would like the notices sent to printer by July 28<sup>th</sup> and meetings held the week of August 14<sup>th</sup>.

6:40 Joe Stefano, Interim Fire Chief, updated the board regarding repairs and pricing to vehicles. Chief is continuing to assess the inventory. Chief would like to have a plan for preventative maintenance, training, etc. Chief advised that he found a used ambulance in good condition. There are 2 representatives here to discuss the possible purchase. Rick & Nick from Allegiant Fire & Rescue will present options. The representative stated that he ambulance for purchase is being sold on a first come first service, meaning they will not hold it for anyone. They discussed new vehicles and the 3-year wait time. They offer financing as well. The used ambulance is \$65,000 – the representatives discussed the vehicle in depth. The vehicle has 94000 miles and comes with no warranty. The Board will discuss this.

**7:30 Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) for Personnel Matters. Selectwoman Boucher seconded. Vote taken; vote passed 5-0.**

**7:47 Vice Chair Walsworth motioned to exit executive session. Selectman Harlow seconded. Vote taken; vote passed 5-0.**

7:50 Public Participation - Cindy Pedro stated she has received all her marijuana documentation from the State and would like to move forward. A public hearing will be scheduled. Deborah Wilson discussed Mr. Potter stating he would widen the gate but he hasn't yet. Ms. Wilson stated she is working on getting information from State Representative, Jeff Adam's regarding mini-splits for the Fire Department housing. Matt Leggett advised the board that he thinks there should be 2 options on the question regarding the fire department. This gives voters a choice. Mr. Leggett also stated that he doesn't know the interim chief but he states that references should be checked for anyone applying for the position.

8:04 Selectman Harlow wanted to advise everyone that every fire department and police station have drama. The process to hire a new Chief is not the Board. There will be experts in the field that as a committee will interview and recommend someone to the Board. The Board will then interview the candidate to see if that person is a good fit for Lebanon.

Chief is back at the meeting discussing the pay scale for the employees of the fire department. Would like to raise the scale to attract people to the department.

There was discussion regarding the used ambulance. Chair Philbrick asked the Chief his thoughts. Chief would like to purchase it he feels we should be able to get 3 years out of it while we save for a new one. Chair Philbrick stated he supports Chief. The money would come from the CIP account and leave it with no money. Chief haggled with the company and they agreed on \$62,000.00. Chair Philbrick motioned to purchase the ambulance for \$62,000 and take the money from CIP. There was discussion.

Vice Chair Walsworth motioned to purchase the ambulance for \$62,000 on the condition of \$5000.00 for a trade on A2. Discussion. Vice Chair Walsworth retracted his motion. The company is not interested in A2.

**Vote taken on Chair Philbrick's motion. Vote taken, all in favor. Chief left at 8:50**

Vice Chair Walsworth stated that he and Chief met with a modular sales company and they did not get a warm fuzzy feeling. Also, the company didn't return calls. However, the modular sales company in Rochester can do a 3 bedroom, 2 bath unit for approximately \$180,000 - \$200,00 including doing the site work. They manage the installation work. They also have larger models, 5 bedroom 2 baths.

**9:00 Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 M.R.S.A § 405 (6) (A) for Personnel Matters – Fire Dept. Selectwoman Boucher seconded. Vote taken, all in favor.**

**9:45PM Chairman Philbrick makes a motion to exit executive session. Selectwoman Boucher seconds the motion. Vote taken; vote carried 5-0 all in favor 5-0.**

**Vice Chairman Walsworth makes a motion to accept the application P-0723-4 and appoint the interviewee to the budget committee. Chairman Philbrick seconds the motion. Vote taken, vote carried, all in favor 5-0.**

Selectman Edwards wants to address common questions asked by residents in town. The questions will be answered in next week's meeting. The selectboard is interested in other ways to get the information out to the people.

Chairman Philbrick asks the board if they had a chance to review the septic bid for the transfer station. The bid will be posted tomorrow 7-21-23.

A list of revenue over the last several years is handed out to the selectboard. A discussion about what number do we use for the upcoming tax commitment. The selectboard decides to use an average of the last three years of town revenues.

The codes department had a meeting with Chairman Philbrick and office manager Lynne Davis to discuss implementing the codes module from TRIO. It will allow for the codes department to be more digital and help with records keeping. There is a cost to training and subscription that the codes department is looking into.

**10:00PM Paperwork: Chairman Philbrick makes a motion to accept the minutes from July 13, 2023. Selectman Edwards seconds the motion. Vote taken; vote carried all in favor 5-0.**

Tax bill of \$341,203.09

Vice Chairman Walsworth reads the thank you letters that are being mailed out.

Training: Septic Systems training for Codes 7/18/2023.  
Time off request for Lynne Davis.

**10:09PM Chairman Philbrick makes a motion to adjourn. Vice Chairman Walsworth seconds the motion. Vote taken; vote carried all in favor 5-0.**