

**Lebanon, Maine**  
**SELECT BOARD MEETING**  
**Town Office Conference Room**  
**Minutes –Meeting**  
December 28, 2023

 Paul Philbrick – Chairman  
Shelli Boucher – Selectwoman  
 Michael Walsworth - Vice Chair  
 Richard Harlow III – Selectman  
 Kevin Edwards – Selectman (arrived 5:31)

Andrew Hyland – Port City

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

5:00 Pledge of Allegiance

Roll Call – Selectman Edwards is on his way – the rest of the Board is present.

Andrew Hyland of Port City is here to discuss the contract for the Feasibility Study for a New Fire Station/Rescue Station Discussion covered change in location, why things were voted down and what is holding this project up. Selectman Harlow discussed the history of the Fire/Rescue Department and the town politics behind it. There are residents that would like to repair the current fire buildings. Mr. Hyland stated that this would not be a smart fiscal option. There is not enough room on the sites and the cost to repair would be excessive. Selectman Harlow advised that this became an urgent issue when the septic backed up and all the other issues came to light. Mr. Hyland would like copies of the engineer reports that have been done.

5:31 Selectman Edwards arrived.

There was discussion of possible site on Carl Broggi, it used to be an auction business. This could be used with the existing buildings as a temporary solution until the new fire station is complete on that same land. Mr. Hyland stated that he would need to look at the property and have traffic engineers there as well. There is some issue with the State about accessing 202 and they have plans to move the current road access.

The Board reviewed the contract and Mr. Hyland answered questions. The total amount is \$65,500 for the study.

Vice Chair Walsworth made a motion to authorize the Select Board Vice Chair to sign the Fire/EMS feasibility study RFP from Port City/Allied Cook dated August 25, 2023 for the amount of \$65,500.00 from the Town's ARPA funds as approved by voters in Nov. 2023. Chair Philbrick seconded. Vote taken; vote carried.

Selectman Harlow motioned to enter into Executive Session for Confidential Records pursuant to 1 M.R.S.A. § 405 (6)(F). Selectwoman Boucher seconded. Vote taken; vote carried.

Exited executive session.

The Town Clerk informed the Select Board of the need for purchasing a computer for elections and the operations it performs during the event.

6:38 Selectman Edwards discussed the internet bill at the rental. Selectman Edwards discussed winterization quotes for the fire station doors. It doesn't look as though the driveway will be patched. Selectman Harlow addressed the lights being left on and to be sure they are shut off. There needs to be a new thermostat installed to help control the electric bills.

Vice Chair Walsworth asked the Chief for grant updates. Chief states that they will not be open until after Jan. 1<sup>st</sup>, 2024. Chief will contact the grant writer – will need a contract.

Chief Stefano thanked everyone that helped with the temporary garage. Thank you to Chris Gilpatrick and others.

Vice Chair Walsworth thanked the Fire Dept. for going around town and knocking on doors checking on people without power.

Selectman Harlow discussed the emergency shelter that was open 3:30 – 7:30 and then closed because no one was there. Selectman Harlow discussed issues around having a shelter and what could be done. Are there places we could use, food to be provided and how to get the word out. Vice Chair Walsworth stated that the EMA Director is in charge of this when activated by York County and answer to York County not the Board. Selectman Harlow stated that Deb Wilson as a volunteer with the Red Cross used to handle this but Chief Flynn as EMA director handled this through the station. Chief Stefano will be in contact with the York County and the MSAD 60.

7:32 Selectman Edwards motioned to enter into Executive Session for Personnel Matters pursuant to 1 M.R.S.A. § 405(6)(A). Vice Chair Walsworth seconded. Vote taken; vote carried.

**7:46 Chair Philbrick motioned to exit executive session. Seconded by Vice Chair Walsworth. Motion passed 5-0-0.**

AGENDA ITEMS – None

PUBLIC PARTICIPATION – None

## INDIVIDUAL SELECTMEN ISSUES

1. Selectman Harlow: Informed the Select Board members about the quote for a security system for the Town Office received from American Security Alarm. Additional quotes for the same system are being requested from other providers.
2. Vice Chair Walsworth: Updated the Select Board members about the application for the Stream Grant and the training being offered to complete the grant. The grant focuses on environmental issues concerning the waterway as well as the bridge/culvert itself. The Conservation Commission has been requested to look at the grant to see if they would be interested in taking the training and potentially applying for the grant. Vice Chair Walsworth requested guidance from the Select Board members on where to place the Conservation Commission budget item requests. It was recommended to add the requests to the Codes budget. Vice Chair Walsworth informed the Select Board members that he was working with the Treasurer to obtain a quote for Bond insurance from EPIC. Vice Chair Walsworth shared with the Select Board members what he had learned in regards to determining the COLA for payroll purposes. Using the method described in the Union contract and the Personnel Policy the COLA for this year is 3.75% based on the CPI-W Northeast Wage Earners & Clerical 12-month average.
3. Chair Philbrick: Addressed the request made last week to review the current credit card policy for any updates that are needed. No changes were suggested at this time, will revisit this request at the next regular Select Board meeting. Discussion was held among the Select Board in regards to the request received from the York County Sheriff for an SRO in the local school. The Select Board will contact the local School Board for additional information. Chair Philbrick addressed the written request received by the Code Enforcement Officer the previous week in regards to fees to be charged for code services. Selectman Harlow suggested having the Select Board set and adjust the fees as needed with a public hearing versus setting the fees by an ordinance. He suggested possible methods to allow this to occur. Discussion included the addition of a mechanical fee that was included in the Code's request. Chair Philbrick addressed the Treasurer's request for guidance on the handling of the marijuana funds currently in deposit at Kennebunk Savings in a noninterest bearing account. The Androscoggin Bank has offered an interest-bearing account for the funds. The Select Board recommended that the Treasurer transfer the funds to the Androscoggin Bank.

8:28 PM UNFINISHED BUSINESS: – No action taken on the listing

### REVIEW OF MINUTES:

**Vice Chair Walsworth motioned to accept the Select Board meeting minutes for December 21, 2023 as presented. Motion seconded by Selectman Edwards. Motion passed with 4-Yes, 0-No, 1-Abstain (Selectwoman Boucher was not present at the meeting).**

### PAPERWORK:

Revisited the purchase order request authorized on December 21, 2023 to purchase a tow chain. The purchase priced had increased by the time the order was placed. Vice Chair Walsworth addressed the Transfer Attendant's request for the additional tow chains made the previous week. Discussion was held among the Select Board members. The December 21, 2023 purchase order

request was voided and a new purchase order was created to purchase two chains at the current price of \$115.55 each. The purchase order was signed by Chair Philbrick, Vice Chair Walsworth, Selectman Edwards, and Selectwoman Boucher.

Select Board members signed the Accounts Payable Policy.  
Select Board members approved a Time Off Request.

8:41 Vice Chair Walsworth addressed the Select Board members in regards to the upcoming budgeting process. He addressed the request for a payroll system, additional dispatching fees, highway equipment requests, a skid steer for the transfer station, and payrates for town employees. The Select Board will address some of these issues at the workshop meeting scheduled for January 3<sup>rd</sup>, 2024.

**9:09 Selectman Harlow motioned to adjourn the meeting. Seconded by Vice Chair Walsworth. Motion passed 5-0-0.**