

BLT 4/27/15
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Lebanon Board of Selectmen Meeting

April 20, 2015

Present: Selectman Chair Ben Thompson, Selectman Royce Heath, Selectman Paul Philbrick

Agenda: Tom Torno-Roads Supervisor, Open Lawn Maintenance Bids, Other business.

Attendees: Deborah Dorey Wilson (4:10 PM to 5:50 PM), Warren LaBaire (5:00 PM to 5:08 PM)

4:00 PM to 4:26 PM – Board:

1. Reviewed weekly payroll
2. Discussed the recent auto accidents in town
3. Discussed social media issues with Deborah Dorey Wilson
4. Reviewed and approved a "Request for Time Off" request

4:26 PM to 4:50 PM – Road Supervisor Torno:

1. Submitted a purchase order for grading Town owned unpaved roads
 - A. Discussion was held in reference to exposed ledges in the road way and in the ditches
 - Road supervisor to investigate the availability and cost of a hammer to remove the ledge material
2. Discussion was held with the board and Deborah Dorey Wilson in regards to "Clean-up" day and other events scheduled for the same day
 - A. Additional research to be done regarding the possibility of moving the date
3. Submitted a verbal request for tooling to be used when performing maintenance on the Town's tractor
4. Submitted a verbal request for a pressure washer and paper supplies to assist in cleaning the Town's tractor
5. Discussed using "brown pack" (reclaim material) on Kennebec Drive
 - A. Purchase order submitted to purchase and transport material
6. Discussed street light repairs
7. Discussed repairing street and road signs/posts
 - A. Purchase order submitted to repair/replace signs as needed

4:50 PM to 5:00 PM – Board:

1. Discussed with Deborah Dorey Wilson past issues involving social media

5:00 PM to 5:08 PM – Board:

1. Opened the one bid received for Lawn Maintenance
 - A. Bid received from Dean C. Ramsdell Landscaping
 - Warren LaBaire was present representing the company

2. Request from a town resident for fire department coverage during a controlled burn was presented by Selectman Heath
3. Worked on the development of a job description/posting for the Code Enforcement Officer's position
 - A. Reviewed various documents for the State's requirements for the position
 - B. Reviewed job descriptions from other municipalities in the State
 - C. Drafted, refined, and approved a final copy of the job description
 - D. Submitted the job description to the Office Staff to post on the Town's Website and the Maine Municipal Association Website and to have the position advertised in the Smart Shopper and the Portland Press Herald.
 - Applications will be received until May 11th @ 5:00 PM
4. Discussed the bid for the Lawn Maintenance
 - A. Further action on the bid will be discussed at the April 23rd selectmen's meeting
5. Reviewed, discussed, and approved purchase orders submitted by the Highway Department Supervisor
6. Reviewed and signed March 30, 2015 meeting minutes
7. Reviewed and signed the Teamsters Union Local No 340- side letter for the Town Clerk position pay range
8. Motion made by Selectman Chair Thompson to adjourn the meeting @ 8:45 PM. Motion seconded by Selectman Heath, motion carried with all in favor.