2011

Board of Selectmen Minutes 2011

Lebanon (Me.). Town Select Board

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SELECTMEN’S MEETING
March 15, 2011

Selectmen in attendance: Jason A. Cole and Ronal N. Patch

The meeting was opened at 6:30 pm. Chairman Cole made a motion to accept the minutes of the 12/21/10 meeting as written; Selectman Patch seconded and all were in favor.

Laura Bragg: Brought in drawings from the students at Lebanon Elementary School so the Selectmen could choose which ones to put on the Town Report.

Laura had several other questions for the Selectmen:

- Town Manager – asked if there is a job description. Chairman Cole said the Selectmen are working on the job description and that they would review it with the office staff before issuing it. They were asked if the Town Manager would hold the position of Treasurer and Tax Collector and they said most likely.
- The Selectmen said further that they have met with Dwayne Morin, No. Berwick Town Mgr and have also looked at the MMA book to see what other towns have for Town Manager job descriptions. Their primary goal for the Town Manager is to oversee everyday operations, have strong financial background and have knowledge of Municipal government. The applicant will be required to hold a Bachelor’s degree but they would prefer a Master’s degree.
- Laura asked if she should go to classes being offered for certification as Tax Collector because the Town Manager may also assume the position of Tax Collector. Chairman Cole said that Laura should attend the certification class as she will have the responsibility of TC until the Town Manager is comfortable in that role.
- Laura asked if the Policy Book can be viewed by any resident as it is written. Chairman Cole said yes. She also said she had written questions about the policy and the woman who wrote it was supposed to come get the questions but never did.

Christine Torno: She stated that she feels the rate of pay the Selectmen presented to the Budget Committee for a Town Manager is too high. Christine thinks the job can be done for $85-90,000 with benefits. Chairman Cole said they have dropped the salary to $98,000, broken down as follows:

$80,000.00  Salary
$10,000.00  Family plan insurance
$ 6,000.00  Retirement – ICMA which some TM’s would want as opposed to MSR
$ 2,000.00  Short term disability and other benefits

Christine asked the Selectmen if there would be a Spring Clean-Up this year. This would involve cleaning up the sides of the roads. She suggested that maybe some organizations in town would be interested in helping such as the Girl Scouts, Boy Scouts, Rec. Department, etc. Selectmen advised they had been discussing this for a while and are looking at doing it sometime around Earth Day.
Tony Bragg: Said the proposed language the Selectmen plan to use for Budget Committee/Selectmen voting on the ballot is confusing. The proposed wording would be as follows:

“The Selectmen recommend this article pass with a vote of 3 in favor, 0 against.”
“The Budget Committee recommend this article not pass with a vote of 2 in favor, 8 against and 1 abstained.”

General:

Chairman Cole said if the office staff has suggestions or feedback that they would like included in the Town Manager job description, to please let him know.

When asked if there would be furlough days in the Town Office, Chairman Cole said no. He said there should be enough money in the budget through the end of the fiscal year.

Chairman Cole said the office would close at 6:30 pm on Thursday, 3/24 for an office meeting. This will be posted.

Chairman Cole made a motion to adjourn the meeting at 8:00 pm, Selectman Patch seconded and all were in favor.
SELECTMEN’S MEETING  
April 5, 2011

Selectmen in attendance: Robert W. Frizzell and Ronal N. Patch

The meeting was opened at 6:40pm.

Tony Bragg: Came before the Selectmen in regard to the Town’s Facebook Page. Tony gave the Selectmen a page that was printed from the Towns Facebook Page on March 21, 2011. His concern was someone had been banned from writing something political and a selectman who is running for re-election has his campaign poster as his profile picture when he makes comments on the Facebook page. He felt this wasn’t right. He thinks the Towns Facebook page should be for Town events and information only. Selectman Frizzell said if it were up to he and Selectman Patch, the Town would not have a Facebook page because they don’t know anything about setting one up. He said Chairman Cole set up the page for the purpose of communication and posting of positive things that are happening in Lebanon.

Laura Bragg – Town Clerk: Came before the Selectmen with a citizen’s petition that was certified today by the Registrar with 273 signatures. The petition is “Shall an ordinance entitled status of employees serving as Municipal Elected Officials, Town of Lebanon be enacted.

Selectman Frizzell made a motion to adjourn the meeting at 7:15pm; Selectman Patch seconded and all were in favor.
The meeting was opened at 6:30 pm followed by the Pledge of Allegiance. Chairman Frizzell made a motion to accept the minutes of the 6/7/11 and 6/21/11 meetings as written; Selectman Patch seconded and all were in favor.

**Laura Bragg – Town Clerk:** Asked the Selectmen to sign the following appointment papers, which they did.

- Deputy Excise Tax Collector: Laura Bragg, Susan Collins
- Deputy Town Clerk: Christine Torno
- Assistant Town Clerk: Susan Collins
- Planning Board: Roxanne Bumford, James Cray

The Planning Board is still looking for a couple of alternates.

**Credit Card Purchases:** Selectwoman Gerrish presented a proposed *Authorization for Credit Card Purchase* form (attached) to the Selectmen. Chairman Frizzell made a motion to adopt the *Authorization for Credit Purchase* form; Selectman Patch seconded and all were in favor.

**Tony Bragg:** Asked about his request for a copy of the Town Attorney’s bill of the Attorney’s opinion for Referendum #2. Chairman Frizzell said he’ll check into it.

**Chris Gilpatrick:** Asked if the Selectmen had made a decision about his earlier comment that Assistant Rescue Chief Jason Cole should step down. Chairman Frizzell said no decision has been made.

The public portion of the meeting was closed at 6:45 pm so the Board could go into Executive Session. The Board came out of Executive Session at 6:52 pm.

**Budget Committee:** Chairman Frizzell asked Glen Stadig about his resignation from the Budget Committee on 3/28/11. Nancy Neubert, BC Chairwoman said Glen wasn’t able to finish the session because of job issues, that’s why she thought he resigned. Glen told the Selectmen he would still like to be on the Budget Committee.

Chairman Frizzell made a motion to adjourn the meeting at 7:05 pm; Selectwoman Gerrish seconded and all were in favor.
SELECTMEN’S MEETING  
September 6, 2011  
Selectmen in attendance: Robert W Frizzell, Ronal N Patch, and Karen A Gerrish

The meeting was opened at 6:30pm followed by the pledge of Allegiance. Chairman Frizzell made a motion to accept the minutes of the 08/16/2011 meeting as written; Selectwoman Gerrish seconded and all were in favor.

The Selectmen signed the Treasurer’s warrant and the assessors return for the York County Taxes. The town’s share is $253,099.01.

Chairman Frizzell reported that FEMA would be in town looking at storm damage to see if there is enough money to make a declaration for the county. EMA Director Tom Cravens and Road Commissioner Larry Torno met with the Selectmen this morning to discuss the hurricane; they both felt things went well.

**Tony Bragg:** Asked if they had hired someone new at the transfer station. He saw a young person up there working. Selectman Patch said it was someone doing community service and they were not getting paid. He also wanted to know if they had talked to Metrocast about broadcasting all board meetings. Selectwoman Gerrish said she would be contacting them and setting up a meeting so they could get the details. They hope to get volunteers to be on a Metrocast Media Committee after the meeting.

Selectwoman Gerrish asked if there had been any response from the Acton Selectmen regarding Hebo Hybo Rd. The town is trying to get Acton to gate off their end due to all the trash, tires, etc. being dumped up there. Laura will contact the Acton Town Hall to get a correct e-mail address for the Acton Selectmen. Selectwoman Gerrish also wants to set up another office meeting and have them maybe the third Thursday of each month if that works for everyone.

**Chris Gilpatrick:** Asked if Chairman Frizzell had looked into why the Rescue vehicle was at the Sanford South Fire Station. Chairman Frizzell said he had spoken to the Asst. Rescue Chief and he was there to look at the lights on a six wheel rig like the one they have. He was invited there behind the gate. Chris also asked why Rescue tells dispatch to call them on the cell phone if there is a call instead of toning them. That isn’t fair to all members if they don’t know what is going on. Chris showed all three Selectmen on the Rescue Facebook page about this past weekend and rescue requesting to be called on the cell phone instead of toned out. Chairman Frizzell said he will look into it.

**Dick Batchelder:** He wanted to let the Selectmen know that the “Route 202 and You” will be Sat. Sept. 17th and they did invite Rescue to participate but they never heard back from them. The merchants are having specials, raffles, discounts, etc. He also wanted to know who inspects the road work and paving after it is completed. He felt that Center Road was rough and bumpy. Chairman Frizzell said the Road Commissioner signs off on all projects and the top coat would be put on next spring on Center and Jim Grant Roads. The top coat will be put on Little River Rd this fall.

There was quite a discussion on the Selectmen meetings and when they will be held. They should be meeting when all three can be there not just two. They are going to meet on Mondays from 3:30pm to 5:00pm and maybe another afternoon also. Chris feels it’s time for a five member board and they should get a stipend. We will be voting on the Town Manager again in June. There were some heated debates about the Selectmen and when they should meet.

Chairman Frizzell made a motion to adjourn the meeting at 8:10pm; Selectwoman Gerrish seconded and all were in favor.
The meeting was opened at 6:30 pm followed by the pledge of Allegiance. Selectwoman Gerrish made a motion to accept the minutes of the 9/20/11 meeting as written; Chairman Frizzell seconded and all were in favor.

**Public Hearing – GA Maximums:**

Chairman Frizzell opened the hearing to adopt General Assistance ordinances and yearly appendices at 6:30 pm. There was no public comment or questions so the hearing was closed at 6:32 pm. Chairman Frizzell made a motion to adopt the GA ordinances and appendices for 10/1/11 to 10/1/12 in its posted form; Selectwoman Gerrish seconded and all were in favor.

**Chris Boothby:** Came before the Selectmen to discuss timber harvest potential on town owned land. Chairman Frizzell said nothing is planned for this year. The town does have a piece of property behind Stokewood Diner that could be cut, but have been unable to access it and the Selectmen haven’t pursued accessing it yet. Chairman Frizzell said they will keep Chris in mind when it comes time to cut again.

Chris feels the town should bid out timber harvesting instead of using the same forester each year. He said that maybe the town isn’t getting the best deal with a large company as they might with a small business.

Chris Gilpatrick said as long as a logger who knows what he’s doing is chosen, the forester is not needed.

**Chris Gilpatrick:** Had several comments in regard to roadside mowing.

- At the last meeting he questioned why the bid specs for roadside mowing stated cutting 14 feet back and the person mowing doesn’t go 14 feet. No specific answer was given.
- Chris said a boom mower should be used instead of a sickle bar mower.
- He feels a mowing contract should be for 5 years and not the current 1 year. Chairman Frizzell agreed that the contract should be for more than 1 year and will discuss this with the other Selectmen.
- Asked how much is being spent on brush cutting. He feels money is being wasted on trucks that aren’t doing anything but picking up wood and bringing it to the Transfer Station.
- Asked why the road crew works on Saturdays. Selectwoman Gerrish said she asked the Road Commissioner, Larry Torno and he said he was giving his son some hours on Saturday because he needed the work.
- Asked if the road crew is paid for lunch or do they deduct hours for lunch? Selectwoman Gerrish said she would check with Larry.

**Laura Bragg – Town Clerk:** Came before the Selectmen with several issues.

- Laura and Christine Torno attended the Secretary of State Conference on 9/28-29 in Bangor which reviewed all the new laws.
- The November 8th election includes a People’s Veto which would require new voters to register at least 2 business days prior to an election; two Citizen Initiatives which would allow slot machines in Biddeford and a casino in Lewiston; and a Constitutional Amendment.
There is a change to requesting absentee ballots. Laura wants to do a mailing and advertise that applications for absentee ballots can’t be accepted after Thursday, 11/3. She’s waiting for the Secretary of State to do a press release regarding this.

There was some discussion between Laura and Selectwoman Gerrish regarding the voter’s responsibility to obtain absentee ballots on time and that Laura shouldn’t have to cater to them. Laura said she has a few people she wants to make sure get their ballots.

**Tony Bragg:** Asked the Selectmen about the use of fireworks in town. Chairman Frizzell said he’s not sure who/how to enforce it. It was stated that Fire Chiefs are supposed to enforce the use of fireworks and some towns are adopting ordinances to stop the use of fireworks.

Chairman Frizzell made a motion to adjourn the meeting at 7:06 pm; Selectwoman Gerrish seconded and all were in favor.
SELECTMEN’S MEETING
November 1, 2011
Selectmen in attendance: Robert W. Frizzell and Karen A. Gerrish

The meeting was opened at 6:30 pm followed by the pledge of Allegiance. Selectwoman Gerrish made a motion to accept the minutes of the 10/4/11 meeting as written; Chairman Frizzell seconded and all were in favor.

Laura Bragg – Town Clerk: Came before the Selectmen for signatures.

– Asked the Selectmen to sign appointment papers for Christine Torno, Excise Tax Collector; Laura Bragg, Town Clerk; Sue Collins, Selectmen’s Assistant. The Selectmen signed the appointment papers which expire in June, 2012.
– Presented an application for a “Special Amusement” permit, which will allow dancing at Train’s Tavern. The Tavern will be opening on Wednesday, 11/2. Selectmen signed the permit application and the Special Amusement Business License, which they decided would be valid for 90 days to begin with.
– Laura wondered about the need for a “Special Amusement” ordinance and said she will get some samples from other towns.

Ray Jerome & Tim O’Malley – Northeast Pont Association: Came before the Selectmen in regard to the right angle turn on Sewell Shores Road. They wanted to discuss the proposal they had made 22 months ago and the three estimates received in June and September, 2010. Tim feels having the work done on the road would benefit many people. He stated that Peter Sewell said he would be willing to give the land to the town for the project. Tim said the work wouldn’t affect the flow of traffic as it could be done at a slow pace.

Chairman Frizzell explained that $70,000+ has already been spent on the road. When this was first brought to the Selectmen they asked the Association to wait until the Sewell Trust was settled so the land could be turned over for the project. The Association did not want to wait so the work that could be done was done. Chairman Frizzell said he and the Board don’t feel any more money should be spent at this time. There are a lot of other roads that need more urgent care and Road Commissioner, Larry Torno, said the money wouldn’t be available from his budget as there are too many other roads that need attention. Selectwoman Gerrish told Ray and Tim that they can initiate a citizen’s petition which would require 191 signatures of registered voters. If they are able to get the signatures, then the article will go on the June, 2012 ballot.

Ray Jerome asked if there were any plans to do tree trimming along the roads in town. Larry said he’s had crews cleaning brush since he became Road Commissioner. They are able to prune about 16’ high, but without a bucket truck can’t go any higher. He stated that the cost of using a bucket truck and the labor to run it is about $1,200/day which is not cost efficient. Ray commented that Champion is especially bad with overhanging branches, etc. Larry agreed saying that section of road has lots of ledge and is bad.

Chairman Frizzell made a motion to adjourn at 7:00 pm; Selectwoman Gerrish seconded and all were in favor.
SELECTMEN’S MEETING  
December 20, 2011  
Selectmen in attendance: Robert W. Frizzell, Ronal N. Patch, and Karen A. Gerrish

The meeting was opened at 6:30pm followed by the Pledge of Allegiance to the Flag.

Nancy Neubert-Budget Committee: Came before the Selectmen with some questions;  
- When will the final Audit be ready? Chairman Frizzell said they are waiting on the auditor.  
- The committee only received three sets workshop minutes, Chairman Frizzell said he will have Sue give them to Laura on Thursday.  
- The Budget Committee schedule sent to the Selectmen is it ok? Chairman Frizzell said the committee can meet with dept. heads in any order they want. The Selectmen will start meeting with dept. heads the first year to discuss budgets. The selectmen’s budget schedule was passed out.  
- Why are the Selectmen voting on budgets ahead of time instead of with budget committee? Selectwoman Gerrish prefers to wait until the end of the budget process when all the figures will be in for the school. The school will be asking each town for $300,000 to $400,000 more than last year. Nancy feels we should all vote together when we have a clearer picture of what the school budget will be. Chairman Frizzell said if the figures aren’t in for the school they will wait to vote. Nancy hopes the budget committee and Selectmen could have a better working relationship this year.  
- The payroll wages the committee received were very hard to read. Laura will enlarge them.  
- Nancy asked if the committee could have a link on the town’s website so they could put information about their meetings and they hope to video the meetings for the public to view. She can contact Steve and have him set it up.  
- Selectwoman Gerrish has set up for the committee to meet in the P.D.C. in the Hanson School (the old school library upstairs)

Eric Neubert: Asked about the Nov. 23rd Public Notice that the Transfer Station closed at 3pm. The time slips for that day say they worked until 6pm. Selectman Patch stated they close early every year on that day. He stated that they closed at 3pm and the staff got paid until 6pm. Selectwoman Garish said she knew nothing about it until she received the public notice. There was a heated discussion concerning the Transfer Station and the Fire Dept.

Selectman Patch asked why the Fire Dept. was able to use the Fire Dept. credit card to go out to eat.

He also asked if the Fire Fighters were town employees or not. A year ago they were told they were employees and then in the spring there was an opinion that fire and rescue were not employees. All personnel files had to be housed at the town office if we aren’t employees the files should not be here. The selectmen will look into this.

Chris Gilpatrick: Had several concerns and comments about the highway dept.  
- Why are we paying a one-ton and laborer to go to Taylor Rental to rent a chipper? We should rent it by the week, or month to save money. There was much discussion about chipping.
- Who decided to give the firewood away at the Transfer Station? According to the article in the newspaper the road commissioner stated that they will cut it up and deliver it to families in need. Selectman Patch said they have given a couple loads away already. If the person is able they do not cut up the wood. They do have to qualify through general assistance to receive the wood. The highway dept. should have a lot of wood up at the transfer station; they have been cutting wood beside the road for months.
- Why does the road commissioner’s wife get two hours of work per week? The selectmen said she cleans his office.
- The road commissioner is having other people drive his one ton and he doesn’t carry workmen’s comp. insurance. Who is responsible if they get hurt? Chris said you can get a waiver if you are a spouse, parent, or child. Chairman Frizzell said he was told the other driver was a part owner of the truck. The selectmen said they will look into this. Chris said he asked the treasurer and she had no paperwork on this issue. Chris would like to request under the” Right to Know” to see all subcontractors paperwork on Workmen’s Comp.
- Who owns the rescue ambulance? The selectmen stated that the town did. Is there a video camera on it? The selectmen weren’t aware of one being on it. Chris said that according to a letter that was received the Rescue Chief said there was one on it. They recorded someone going through a road block with it, but according to the town attorney the recording was on a private device. The selectmen would like to see the paperwork on this issue.

Laura Bragg – Town Clerk: Had the selectmen sign a request for time off slip.

- Would like to have a decision on who gets a transfer station sticker and what to do about business trucks from out of town. Do they get a pass and what kind? The selectmen will discuss this.
- We need to start thinking about setting a date for the public hearing in May and if the town attorney will be the moderator. Chairman Frizzell will contact the attorney about a date.

The Selectmen will hold a meeting on Thursday December 22nd at 4pm.

Chairman Frizzell made a motion to adjourn at 7:50pm; Selectwoman Gerrish seconded and all were in favor.