

Lebanon, Maine
SELECT BOARD /FIRE PROJECT TEAM/BUDGET COMMITTEE MEETING
Town Office Conference Room
Minutes-Meeting
August 30, 2023

Present @ 6:00 PM: ^{TP} Paul Philbrick, ^e Richard Harlow III, ^{KE} Kevin Edwards. (Shelli Boucher and Michael Walsworth were conducting a visual tour of Station 1 with the budget committee and joined the meeting at 7:14 PM)

Fire Department @ 7:14 PM: Fire Chief Joe Stefano, Todd Ouellette

Budget Committee @ 7:14 PM: Elaine Hartford, Thersea Hartford, Robert Travers, Chris Gilpatrick Sr., Jeri Basko, Chris Gilpatrick Jr.

6:00 PM – Opened the meeting with the Pledge to the Flag

Chair Philbrick distributed proposed questions for the November ballot to those in attendance for review and discussion.

Select Board made modifications to the questions in preparation for presentation to the Budget Committee for review and voting

Select Board discussed methods of notifying the Public of the upcoming September 9, 2023 Special Town Meeting. The usage of mailers, web alerts, social media and signs were discussed. Selectman Edwards volunteered to draft a flyer that could be distributed to the Public at the Town Office, Transfer Station, and the Mobile Station. Flyer to contain information addressing temporary housing for personnel, brief overview of the events leading to the current situation, space requirements, condition of Station 1, staffing concerns, repurposing of manufactured housing versus repurposing Station 1.

Select Board discussed the current unsatisfactory conditions of the shower/bathroom trailer. Discussed returning to the usage of porta-potties and a shower only trailer. It was determined to continue the discussion after the budget committee meeting.

6:58 PM

Selectman Edwards motioned to recess the meeting. Motion seconded by Selectman Harlow. Motion passed 3-0.

7:14 PM – Recess ended. Budget Committee opened their portion of the meeting with a Pledge to the Flag.

Vice Chair Walsworth requested that the Budget Committee allow the Select Board 15 minutes in order for the Select Board to discuss and decide on which firm would be selected to work on Phase 1 of the proposed fire station.

Vice Chair Walsworth made a statement in regards to his personal concerns about Port City and his recommendation to go forward in the process with them.

Selectman Harlow publicly explained the bids that were received from 3 firms looking to perform the requested RFP work. Recommended Port City due to costs and their offer to provide support throughout the process.

Selectwoman Boucher recommended Port City recognizing their abilities to perform the work required, their offer to do a walk-through of the current facilities.

Selectman Edwards recommended Port City due to lowest cost to the Town for Phase 1 and their offer to assist in obtaining grants.

Chief Stefano shared his experience with Port City/Allied Cook Construction. Recommended Port City based on price for services and the need of funding for other issues facing the department at the present time.

Chris Gilpatrick Jr. commented about the contractor designing the proposed fire station doing a feasibility study about the current stations

Chris Gilpatrick Sr. shared that Port City was currently in the process of doing a facility for North Berwick

Vice Chair Walsworth did a wrap-up of the discussion.

Vice Chair Walsworth motioned to select Port City/Allied Cook Construction bid to present to the voters on the November 14th ballot. Motioned seconded by Selectman Harlow. Motion was amended by Vice Chair Walsworth to change the November 14th date to November 7th and add the bid price of \$65,500 to the motion. Motion and amendment passed 5-0.

7:40 PM – Budget Committee resumed their meeting

Vice Chair Walsworth read the RFP Fire Station Question decided upon by the Select Board: *"To see if the Town of Lebanon will vote to appropriate up to the sum of \$65,500 from the Coronavirus Local Fiscal; Recovery Funds (a/k/a American Rescue Plan Act or ARPA Funds) received by the Town from the Federal Government, for only the site evaluation, design and plans for a new fire station building."*

Discussion was held and the Budget Committee voted 4-yes, 1-no, 1-abstain to recommend. Select Board voted 5-yes to recommend.

Vice Chair Walsworth read the over expenditure question: *"To see if the town of Lebanon will vote to transfer up to \$60,000.00 from the Unassigned Fund Balance to fund over expenditures in the 2022-2023 fiscal year budget for Codes and Land Use and for Lebanon Fire and EMS. Other departments had a total of approximately \$177, 240.00 of unexpended funds."*

Discussion was held and the Budget Committee voted 5-yes, 1-no, 0-abstain to recommend. Select Board voted 5-yes to recommend.

Vice Chair Walsworth read the reimbursement questions one used ARPA funds for reimbursement the other the Unrestricted Fund Balance. Budget Committee voted on which question. **Selectman Harlow motion to use the Unrestricted Fund Balance question. Seconded by Vice Chair Walsworth, Motion passed 5-0.** Vice Chair Walsworth re-read the question: *"Shall the Town of Lebanon reimburse the Contingency Fund for the cost of the proposed New Fire Station Location Study. Amount not to exceed \$25,000 and to be appropriated from the Unrestricted Fund Balance."*

Discussion was held and the Budget Committee voted 3-yes, 3-no, 0-abstain to recommend. Select Board voted 5-yes to recommend.

8:15 PM – Budget Committee Adjourned and left.

8:19 PM – Select Board Meeting resumed.

Vice Chair Walsworth presented a request to the Board for questions to present to the Fire Marshall to be used at the September 9, 2023 Town Meeting. Questions were provided and were recorded by the Vice Chair.

Vice Chair Walsworth requested information that could be used as part of a Power Point presentation at the September 9, 2023 Town Meeting.

Vice Chair Walsworth shared with the Select Board the need to select a fire sprinkler installation contractor for the temporary housing be voted on September 9, 2023.

8:58 PM

Discussion resumed on the concerns about the shower/bathroom temporary trailer. Select Board to work with the Fire Chief and replace the combination trailer with Porta-potties and a shower only trailer.

Vice Chair Walsworth motioned to enter into executive session for personnel matters per 1 MRSA 405 (6)(A), Fire Personnel. Seconded by Selectman Edwards. Motioned passed 5-0.

10:21 PM

Chair Philbrick motioned to exit executive session and adjourn the meeting. Seconded by Selectman Edwards. Motion passed 4 – yes 0- no, 0-abstain (Vice Chair Walsworth not present at this time)