





Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
August 24, 2023

 Paul Philbrick – Chairman	Lindsey Melo
 Shelli Boucher – Selectwoman	Brian Charland
Michael Walsworth - Vice Chair	Kayleigh Lytle
 Richard Harlow III – Selectman	Todd Oullette
 Kevin Edwards – Selectman	John Nason

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

6:00PM Pledge of Allegiance

Public Hearing

Brian Charland DBA Harvest Goddess for a registered caregiver retail renewal. The ordinance that applies to this hearing is the Lebanon Medical Marijuana Business Ordinance, dated June 13, 2023. See facts and finding sheet.

Selectwoman Boucher makes a motion to appoint Mr. Harlow as the presiding officer. Chairman Philbrick seconds the motion. Vote taken, three in favor. Motion passes 3-0-1 with one abstention, Vice Chairman Walsworth.

Selectwoman Boucher makes a motion to open the Public Hearing. Chairman Philbrick seconds the motion. Vote taken, three in favor. Motion passes 3-0-1 and one abstention, Vice Chairman Walsworth.

Selectman Harlow makes a motion to close the testimony. Selectwoman Boucher seconds the motion. Vote taken, three in favor. Motion passes 3-0-1 with one abstention, Vice Chairman Walsworth.

Selectman Harlow makes a motion to approve the application and issue a license to Brian Charland DBA Harvest Goddess for a Registered Caregiver Retail Store located at 1104 Carl Broggi Hwy with an expiration date of August 25, 2023, with no conditions. Chairman Philbrick seconds the motion. Vote taken, three in favor. Motion passes 3-0-1 with one abstention, Vice Chairman Walsworth.

Selectman Harlow makes a motion to close the public hearing. Chairman Philbrick seconds the motion. Vote taken, 3 in favor. Motion passes 3-0-1 with one abstention.

6:23PM Vice Chairman Walsworth makes a motion to enter executive session for personnel matters pursuant to 1 M.R.S.A. 405 6(A). Chairman Philbrick seconds the motion. Vote taken, all in favor. 4-0.

7:40PM Department Head Briefing

Christine Torno, Town Clerk – Prepares a list of suggestions for improvements to the town office. (See attachment)

Chief Stefano- Engine 4 went through preventative maintenance which proved that there are head gasket issues, breather valve issues, and is not in drivable condition. The service manager at Allegiance trucking suggests an in-frame engine swap or a rebuild. The cost to repair is \$29,000.00 for an engine swap and around \$22,000.00 for a rebuild. The motor is a 2004 or 2006 international motor 4000. They still need to perform a pump test on the apparatus. Board suggests a second opinion which will be difficult because the vehicle is not drivable condition.

Vice Chairman Walsworth discusses his conversation with the fire station's grant writer Greg from First Responders Grant Writers. There is a filing number associated with the town. This number allows the town to apply for FEMA grants. Interim Chief Stefano is tracking down that number. The grant writer has a 90% success rate in being awarded grants.

Options for grants out there include but are not limited to:

- truck replacement, the cap on price is anywhere from \$8-\$900,000.00.
- Employee recruitment or retention to help with full time personnel.
- Building of a new fire station.

Lebanon fire budget pays for 3 grant reviews a year, 1 federal and 2 private. To hire the firm to write the entire grant they would charge \$4,000.00.

Interim Chief Stefano purchased 2 AEDs and is wondering where the money will come from. The selectboard asks to delay for a week.

After a gear analysis Interim Chief Stefano would like to take \$11,026.23 out of the Firefighter gear CIP to pay for 3 sets of fire protective wear. The board suggests that this decision should be made by the new fire chief when he is hired in about 1 week.

8:23PM Public Participation –

Chris Gilpatrick addresses the unfavorable mowing job at Forest Grove Cemetery. The selectboard will go look at the cemetery tomorrow (Friday) and address the issue.

8:45PM SELECTMAN'S ISSUES

Selectman Harlow – addressing if the board should hire a cleaning service for the town hall.

Hand out of cleaning persons scope of work. Will put out to find applicant. (See hand out)

- Discussions about choosing an RFP to put before the voters. Vice Chairman Walsworth reads the response to the RFP interviews from Selectman Edwards as he is traveling out of town tonight (see hand out). Mr. Edwards is in favor of Port City. Port City/Allied Cook is a top contender amongst the board.

9:13PM Vice Chairman Walsworth makes a motion to reward the bid for RFP to Allied Cook/Port City for \$65,500.00. Vice Chairman Walsworth retracts his motion.

- Selectboard/fire department meeting on Wednesday 30th will focus on how to present the information to the public for the September 9th vote.
- There is a safety inspection – inspecting the bowing wall at Station 1. HEB consulting will look at all safety concerns on a walk-through inspection and structurally inspect the wall. Cost of inspection is \$3,600.00 and is only a few weeks turn around.
- Chief Wood confirmed that all the cinder block walls were indeed hollow. There are footings under the building but most of the footings rest of ledge.

- Selectman Harlow addresses the assessment that was done on the town. The old system was antiquated. The town brought in John O'Donnell and now everyone is assessed fairly based on market value. As values go up mill rate comes down.

Chairman Philbrick – Union contracts are all set.

- Cyber security grant needs to be followed up on.
- New Bridge has a meeting sometime in September or October. They are currently looking for a place to hold the meeting.
- Expense summary report is still being worked on by the Treasurer.
- November ballot to include:
 - o Purposed New fire station funding for chosen RFP.
 - o Reimbursing \$24,950, asking \$25,000.00 for the location study from the ARPA funds
 - o over expenditures from last year's budget.

Vice Chairman Walsworth makes a motion to enter executive session for personnel matters pursuant to 1 M.R.S.A. 405 6(A). Selectman Harlow seconds the motion. Vote taken, all in favor. Motion passes 4-0.

10:23PM Chairman Philbrick makes a motion to exit executive session. Selectman Harlow seconds the motion. Vote take, all in favor. Motion passes 4-0.

10:25PM Vice Chairman Walsworth makes a motion to appoint Joe Stefano as Chief of the Lebanon Fire and EMS. Selectman Harlow seconds the motion. Vote taken, all in favor. Motion passes 4-0. Paperwork to be filled out for next week for swearing in ceremony.

Selectman Harlow makes a motion to hire HEB Consulting Firm for \$3600.00 to come out of the Fire Department building maintenance line item. Chairman Philbrick seconds the motion. Vote taken, all in favor. Motion passes 4-0.

MINUTES:

Vice Chairman Walsworth makes a motion to accept the minutes for August 23, 2023. Chairman Philbrick seconds the motion. Vote taken, all in favor. Motion passes 4-0.

Vice Chairman Walsworth makes a motion to accept the minutes for July 26, 2023. Selectwoman Boucher seconds the motion. Vote taken, all in favor. Motion passes 4-0.

PAPERWORK:

- paperwork is signed to remove the notice of Violation and an order to correct for Teri Poirier.
- Auditors are continuing to work on the 2023 audit. Selectman Harlow makes a motion to have the chair sign the contract with the auditing firm for the 2023 audit. Vice Chairman Walsworth seconds the motion. Vote taken, all in favor. Motion passes 4-0.
- ADT- need to upgrade system because the security is currently not working. Board in favor of looking into different security companies.
- Review of the warrant for the September 9th open town meeting:
 - o TO see if the Town of Lebanon will vote to appropriate up to the sum of \$245,000.00 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, to purchase a temporary living quarters in the form of a manufactured structure, including set-up costs and fire sprinkler system.

- Request for training by the deputy clerk for the class: New Registration part 1 &2.
- Town internet has a zero dollar a month charge, business plan will cost \$50.00 a month. The board decides to hold off on deciding now so that Selectman Harlow can work on a lower price.
- Vice Chairman Walsworth suggest buying new Fire Chief a bible to be sworn in on for next week's meeting.

11:00PM Vice Chairman Walsworth makes a motion to adjourn. Chairman Philbrick seconds the motion. Vote taken, all in favor. Motion passes 4-0

Clerk/Tax Collector

Dear Selectboard:

The following letter is just an update of things done, things we are working on and ideas of the future. The staff and I have been working very hard on training, and getting all departments up to speed.

PAST:

- We processed eight months of past due monthly Dog Licenses and now do them monthly.
- We processed three quarterly Vital records and are up to date.
- We are now processing full registrations and doing weekly motor vehicle reports.
- Process all abatement that where not done and are working closely with the assessors for other corrections.
- Mailed out tax reminders
- We ran a successful June Election.
- We have done lots of clean up and organizing.
- Researched and process tax liens

Current:

- Cross training Elections and all reports so we have better coverage when on vacation or absence
- Vault cleanup of all records that can be removed and destroyed.
- Working with customers is always our first priority.
- Reaching out to unlicensed dog owners.

Future:

- Preparing for the new tax commitment.
- Working on keeping everyone on task for all upcoming Elections.

In closing I would like you to ponder over a few things I think would benefit all. These are only my thoughts, have not been discussed with any of the staff.

1. Changing your meeting night, its very difficult to hear and work the counter with foot traffic moving in and out. Also, I would like to attend a meeting, when necessary, as it is now, I would leave the staff alone out front.
- ② Removing or replacing the glass in the two spots that we work at. If you don't want to remove them, then replace them with a piece that covers down about $\frac{3}{4}$ and open the bottom up so customers could hear better and have more room to fill out paperwork.
3. Change the closed day to Friday, so the staff benefits long weekends and we wont need so much vacation coverage. We could make more normal hours 7am – 5pm Mon, Tues, Wed and our late 9am-7pm.
4. Pay our part-time help for holidays they are scheduled to work. Its hard to keep part time help we should give them some benefits.
5. Hiring a maintenance person in the future, they could clean and up keep Office building (Town Office, Transfer station etc.). Help move and set up Election equipment.
6. Change bag kept in the vault where we could access change when needed, so we would have to chance down Leslie or Lynne or make sure we have enough if they are not available.
7. Could we get cameras for the front door and front parking lot. For all our safety.
8. Moving code office to out back with Jenn and moving Leslie out front so the department that work together are closer, or move Lynne to Jenns spot and Jenn out here next to Rod. I think moving Rod out back with Jenn is better, then we wouldn't have foot traffic be hind the counter.
9. Bonded??

Regards

Christine Torno

ALLEGIANCE

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 ALLEGIANCE TRUCKS SACO
 351 NORTH STREET
 SACO, ME 04072
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Handout #2
 SERVICE ORDER: R513002655

Tag Number: FIRE
 License Plate Number:

BILL TO
 LEBANON FIRE - EMS - 147376
 1524 CARL BROGGI HWY
 LEBANON ME 04027
 P: (207) 457-6556
 F:

DELIVER TO
 LEBANON FIRE - EMS - 147376
 1524 CARL BROGGI HWY
 LEBANON ME 04027
 P: (207) 457-6556
 F:

DATE ARRIVED	DATE INVOICE	SALES TYPE	ADVISOR	TERMS	EMP OVERRIDE	CUS REFERENCE		
8/14/2023 10:21:09AM		SRET	ED T	COD				
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	ENGINE HOURS	IN SERVICE	Component Serial #	ODOMETER
2006	INTERNATIONAL	4000	1HTMKAZRX6H200450	E-144	3,613			57565

Sold Operations

JOB #1 DOT-ME DOT INSPECTION - MAINE

COMPLAINT DOT INSPECTION - MAINE
 CAUSE
 CORRECTION CHECKED UNIT OVER FOR STICKER
 OIL LEAK AT OIL PAN BLOWING ON EXHAUST
 EXHAUST FLEX PIPE ROTTED OUT

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR DOT-ME	DOT INSPETION - MAINE			150.00
Prepay: 0 Parts: \$0.00 Labor: \$150.00 Misc: \$0.00 Sublet: \$0.00 \$150.00					

JOB #2 DIAG2 DIAGNOSTIC 2 HOURS

COMPLAINT C/S TRUCK SEEMS TO RUN HOT
 CAUSE
 CORRECTION

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR DIAG2	Diagnostic 2 Hour			300.00
Prepay: 0 Parts: \$0.00 Labor: \$300.00 Misc: \$0.00 Sublet: \$0.00 \$300.00					

JOB #3 00-000-58 PERFORM PM SERVICE, CHANGE ENGINE OIL, AND FILTER, REPLACE FUEL FILTER AS EQUIPPED, GREASE CHASSIS AND PERFORM INSPECTION ON UNIT - RESET MINDER LIGHTS

COMPLAINT PERFORM PM SERVICE, CHANGE ENGINE OIL, AND FILTER, REPLACE FUEL FILTER AS EQUIPPED, GREASE CHASSIS AND PERFORM INSPECTION ON UNIT - RESET MINDER LIGHTS
 CAUSE
 CORRECTION PERFORMED SERVICE

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR 00-000-58	CHANGE OIL & FILTER, COMPLETE PM SERVICE			375.00
1	513D/LF9025	FILTER-LUBE OIL	99.88	59.00	59.00
1	513D/FS19684E	FILTER FUEL/WATER SEPERATOR	36.24	21.41	21.41
1	513X/WWF	FLUID,GAL WWF,-25F SEE AUX	4.19	3.68	3.68
1	513D/ZJB238011CAR	CHV ULTRA-DUTY GR EP NLGI2 10/	4.53	3.65	3.65
1	513X/WUR089093000	CLEANER,PARTS NON-CHLORINATED	5.78	4.30	4.30
30	513X/10W30B	SHELL 10W30 BULK	6.54	5.01	150.30
Prepay: 0 Parts: \$242.34 Labor: \$375.00 Misc: \$0.00 Sublet: \$0.00 \$617.34					

Sold Operations (Cont.)

JOB #4 00-000-07 EXHAUST REPAIR

COMPLAINT REMOVE AND REPLACE FLEX PIPE
 CAUSE
 CORRECTION CUT OUT BAD SECTION OF FLEX PIPE
 CUT EXHAUST PIPE BACK TO GOOD PIPE
 INSTALLED NEW FLEX PIPE WITH NEW CLAMPS

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR 00-000-07	EXHAUST REPAIR			375.00
2	513D/DONX007834	SEALCLAM	29.07	11.53	23.06

Prepay: 0 Parts: \$23.06 Labor: \$375.00 Misc: \$0.00 Sublet: \$0.00 \$398.06

JOB #7 00-000-12 ENGINE REPAIR

COMPLAINT REMOVE AND REPLACE OIL PAN GASKET
 CAUSE
 CORRECTION

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR KL12-4591H	OIL PAN AND/OR GASKET, REPLACE			510.00
0	513N/1876974C92	PAN,KIT, OIL PAN W/STIFFENER R	1,086.26	813.35	0.00
1	513N/1836197C1	GASKET OIL PAN	310.20	210.63	210.63
1	513D/1830858C1	GASKET LIQUID	52.90	34.13	34.13
1	513N/1841296C1	GASKET OIL SUCTION TUBE	34.11	21.40	21.40

Prepay: 0 Parts: \$266.16 Labor: \$510.00 Misc: \$0.00 Sublet: \$0.00 \$776.16

JOB #8 00-000-20 MISC REPAIRS

COMPLAINT POWER WASH ENGINE
 CAUSE
 CORRECTION POWER WASHED ENGINE TO INSPECT FOR SUSPECTED OIL LEAKS

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR 00-000-20	POWER WASH ENGINE			75.00

Prepay: 0 Parts: \$0.00 Labor: \$75.00 Misc: \$0.00 Sublet: \$0.00 \$75.00

Sold Operations Totals Prepay: 0 Parts: \$531.56 Labor: \$1,785.00 Misc: \$0.00 Sublet: \$0.00 \$2,316.56

Estimate Operations

JOB #6 00-000-12 ENGINE REPAIR

COMPLAINT REMOVE AND REPLACE REAR MAIN SEAL
 CAUSE
 CORRECTION

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR A12-1183H	CRANKSHAFT REAR MAIN OIL SEAL, REPLACE			240.00
	LABOR KL13-1114A	TRANSMISSION (MANUAL), REMOVE & REINSTALL			1,080.00
1	513N/1841938C1	SEAL, REAR CRANKSHAFT	191.28	129.89	129.89

Prepay: 0 Parts: \$129.89 Labor: \$1,320.00 Misc: \$0.00 Sublet: \$0.00 \$1,449.89

JOB #9 00-000-12 ENGINE REPAIR

COMPLAINT IN-FRAME REBUILD
 CAUSE
 CORRECTION

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR 00-000-12	ENGINE REPAIR			6,750.00
1	513N/7081279C93	KIT, ENGINE OVERHAUL	7,628.43	4,527.84	4,527.84
32	513X/10W30B	SHELL 10W30 BULK	6.54	5.01	160.32
1	513N/1842130C3	THERMOSTAT ASSEMBLY	164.38	103.10	103.10
1	513N/3532993C4	HOSE RAD RADIATOR HOSE INLET	118.00	88.39	88.39
1	513N/3555839C2	HOSE RAD OUTLET*RADIATOR PIPE	83.54	62.58	62.58
1	513N/3589357C2	HOSE RAD OUTLET AUX XMSN COOLE	110.72	82.95	82.95
1	513N/1842564C93	PUMP,KIT OIL PUMP I-313/570	1,349.97	926.82	926.82
9	513D/FLTUEL5050GKK	FLEETRITE UELC 5050 GAL	18.82	15.22	136.98
1	513N/1875053C1	TUBE ASSY TURBO OIL INLET	211.71	143.76	143.76
1	513N/1820878C2	RING,O #111	4.31	2.70	2.70
14	513N/1883597C1	BOLT BEARING CAP	44.89	31.86	446.04
12	513N/1873884C2	BOLT CONNECTING ROD	14.62	10.95	131.40
1	513N/FLTEC425VBS	CLAMP,QUICK LATCH DESIGN V-INS	46.53	30.32	30.32
1	513N/2031753C1	CLAMP AIR DUCT HOSE	98.39	60.31	60.31
1	513N/3557857C1	CLAMP HEAT EXCHANGER	82.71	49.09	49.09
2	513N/2026730C1	CLAMP,AIR CLEANER TUBE OR PIPE	78.33	49.61	99.22
1	513N/5010606R92	HEAD RENEW CYLINDER (05-06MY	11,311.48	6,463.83	6,463.83
1	513N/5010606R92-CORE	HEAD RENEW CYLINDER (05-06MY	600.00	750.00	750.00
1	MISC	MISC CHARGE (HARDWARE)		1,000.00	1,000.00

Prepay: 0 Parts: \$14,265.65 Labor: \$6,750.00 Misc: \$1,000.00 Sublet: \$0.00 \$22,015.65

Estimate Operations (Cont.)

JOB #10 00-000-1: ENGINE REPAIR

COMPLAINT ENGINE SWING
CAUSE
CORRECTION

QTY	ITEM	DESCRIPTION	LIST	UNIT PRICE	EXTD PRICE
	LABOR 00-000-12	ENGINE REPAIR			0.00
1	513N/5010867R92	ENGINE, TRIMMED REMAN MY06 DT5	26,331.77	22,478.32	22,478.32
1	513N/5010867R92-CORE	ENGINE, TRIMMED REMAN MY06 DT5	3,200.00	4,000.00	4,000.00
1	MISC	MISC CHARGE (HARDWARE)		1,000.00	1,000.00
1	513N/3532993C4	HOSE RAD RADIATOR HOSE INLET	118.00	88.39	88.39
1	513N/3555839C2	HOSE RAD OUTLET*RADIATOR PIPE	83.54	62.58	62.58
1	513N/3589357C2	HOSE RAD OUTLET AUX XMSN COOLE	110.72	82.95	82.95
32	513X/10W30B	SHELL 10W30 BULK	6.54	5.01	160.32
9	513D/FLTUEL5050GKK	FLEETRITE UELC 5050 GAL	18.82	15.22	136.98
2	513N/2026730C1	CLAMP,AIR CLEANER TUBE OR PIPE	78.33	49.61	99.22
1	513N/3557857C1	CLAMP HEAT EXCHANGER	82.71	49.09	49.09
1	513N/2031753C1	CLAMP AIR DUCT HOSE	98.39	60.31	60.31
1	513N/FLTEC425VBS	CLAMP,QUICK LATCH DESIGN V-INS	46.53	30.32	30.32
2	513N/3532953C2	SUPPORT , ENG MTG	181.51	121.95	243.90
8	513N/1817852C1	BOLT M12X1.75X40MM HEX FLANGE	4.75	2.00	16.00
1	513N/3578794C4	BRACKET, MOUNTING FRONT ENGINE	131.91	93.72	93.72
3	513N/1817860C1	BOLT M18 X 70MM LONG	30.08	18.87	56.61
3	513N/1820392C1	BOLT M18 X 100MM LONG	34.65	21.73	65.19
2	513N/3549169C2	INSULATR,INSULATOR ENG REAR MT	335.88	251.50	503.00
2	513N/3532955C1	INSULATR,INSULATOR SNUBBER I6	56.02	36.29	72.58
8	513N/30752R2	BOLT M16 X 50MM PHC FLG CLASS	7.36	5.20	41.60
4	513N/30756R1	NUT HEX M16 PRVTRQ	7.61	5.37	21.48
2	513N/1664723C5	INSULTR,INSULATOR, ENGINE FRON	30.24	20.53	41.06
2	513N/1664726C4	INSULATR,INSULATOR SNUBBER SN	37.47	22.49	44.98
2	513N/31077R1	BOLT, M16 X 10MM	12.47	8.80	17.60

Prepay: 0 Parts: \$28,466.20 Labor: \$0.00 Misc: \$1,000.00 Sublet: \$0.00 \$29,466.20

Estimate Operations Totals Prepay: 0 Parts: \$42,861.74 Labor: \$8,070.00 Misc: \$2,000.00 Sublet: \$0.00 \$52,931.74

THANK YOU - WE APPRECIATE YOUR BUSINESS

I AM THE PERSON OR AGENT ACTING ON BEHALF OF THE PERSON WHO IS OBLIGATED TO PAY FOR THE REPAIR OF THE MOTOR VEHICLE SUBJECT TO THE REPAIR AGREEMENT. I UNDERSTAND THAT THE VEHICLE IS SUBJECT TO REPOSSESSION IN ACCORDANCE WITH §9.503, Texas Business and Commerce Code, IF PAYMENT FOR THE REPAIR OF THE MOTOR VEHICLE BY A CHECK, MONEY ORDER, OR A CREDIT CARD TRANSACTION IS STOPPED, DISHONORED BECAUSE OF INSUFFICIENT FUNDS, NO FUNDS OR BECAUSE THE MAKER OR DRAWER OF THE ORDER OF THE CREDIT CARD HOLDER HAS NO ACCOUNT OR THE ACCOUNT UPON WHICH IT IS DRAWN OR THE CREDIT CARD ACCOUNT HAS BEEN CLOSED.

X
SIGN

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The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

CUSTOMER SIGNATURE

	ESTIMATED	BILLED
LABOR	\$8,070.00	\$1,785.00
PARTS	\$42,861.74	\$531.56
MISC	\$2,000.00	\$0.00
SUBLET	\$0.00	\$0.00
PREPAY	\$0.00	\$0.00
SUBTOTAL	\$52,931.74	\$2,316.56
SHOP SUPPLIES	\$0.00	\$250.00
MISC SUPPLIES	0.00	\$0.00
TAX	\$2,467.39	\$42.99
TOTAL	\$55,399.13	\$2,609.55
TOTAL w/ EST.		\$58,008.68

Please Remit Payment to:

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DBA - ALLEGIANCE TRUCKS SACO
1825 Lakeway Drive | Suite 700
Lewisville, TX 75057

From: Kevin Edwards
Sent: Thursday, August 24, 2023 5:33 PM
To: Paul Philbrick; Michael Walsworth; Shelli Boucher; Richard Harlow;
j.stefano@lebanonfireems.org
Subject: RFP thoughts

All,

Not being able to make tonight's meeting due to an unavoidable work trip, and wanting to pass along my thoughts on the New Fire Station RFP's in the event they are discussed tonight, here are my thoughts:

All three companies were impressive and any would do a great job. However, I see the value in the lower costs of both Sheridan and Allied Cook/Port City giving us a design/build number, though not a Guaranteed Maximum Price - GMP - until later. The number and design given would be enough to seek grants and other funding sources. Once those are in process or secured, we could go to the voters. (I don't know if all that could happen for a June, 2024 vote, but if not then, November for sure.)

My concern with this method is not having a GMP to show the voters, which is what we have been saying Phase 1 would accomplish. I know both companies said they pretty much never go over their first number and build in contingencies and know how to "pull from one category to pay for unforeseen overages in another." **I believe it would raise a tsunami-type backlash if the project went over the number approved by the voters** (if they approve it in the first place.) **However, I also believe the best chance we have of getting Phase 1 passed is to keep the cost as low as possible and, if passed, do everything possible to keep the final cost at or under this first number.** This is especially true in light of our need for apparatus and living quarters.

Allied Cook/Port City's number was the lowest. Initially, I was not so impressed with them as they seemed over-confident even to the point of being arrogant. However, as I listened and looked at their past and current projects, I have to admit they seem to be the most knowledgeable and experienced with the design/build process for Fire/EMS stations. As Will Rogers put it, "If you done it, it ain't braggin'!" They also seemed to be the one offering the most help with winning voter approval and helping us walk through "best practices" to that end. Additionally, their knowledge of and help with the grant writing process could prove invaluable.

With all this considered, my current thoughts are Allied Cook/Port City would be the best choice. However, I would very much like to hear all of your thoughts, knowing you will have and share insights I do not have. I will try to listen to the meeting tonight on my drive from the airport and upon arriving at the hotel if possible.

None of this takes away anything from Sheridan or Great Falls – both are excellent companies who could meet our needs well. I just think the depth and breadth of knowledge and experience Allied Cook/Port City brings, not only in the design/build process, but in addressing voter concerns and seeking grants, would be the most helpful of the three for Lebanon. It does not hurt their price is the lowest also.

Of course, our hope is that we **still have a Fire/EMS Dept. come November.** With the lack of support of our Fire/EMS personnel related to their utterly deplorable working and berthing conditions, and the Town's lack of apparatus and equipment, their commitment and loyalty, and even their common sense in staying with Lebanon, will be tested to the extreme. I believe we need to do our best "marketing campaign" to convince voters of the need for a solution such as the manufactured building we suggest ahead of the Sept. 9th vote (presuming it will happen). As I am sure you all are, I **am very open to any other viable solution if one were to come up.** But time is running out fast.

As always, and tonight in my absence, my thoughts and prayers are for the Town of Lebanon, it's leadership and most especially the residents. May God bless Lebanon.

Respectfully,

Kevin Edwards

P.S. It is fine with me if this email is read at the BOS meeting and made part of the public record.