

Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
NOVEMBER 16, 2023

PH Paul Philbrick – Chairman
Shelli Boucher – Selectwoman
MW Michael Walsworth - Vice Chair
eh Richard Harlow III – Selectman
KE Kevin Edwards – Selectman

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

4:59 Pledge of Allegiance

Roll Call

Fire Dept. Vice Chair Walsworth updated the board on the turnover to Selectman Edwards. Congressional reps go to Selectman Edwards. Selectman Edwards advised that they will be transitioning from Friday updates to Mondays due to his work schedule. The Fire Department to do list is attached to these minutes.

Vice Chair Walsworth reviewed the Portable Shelter to be used at Merchant's Row to shelter the vehicles. (quote attached). The board looked at multiple vendors before deciding on this. The shelter is 30x30x15. There was discussion regarding this structure. There are no board members that are opposed to getting the shelter. Selectman Harlow stated that one potential spot doesn't meet set back however the side does.

Selectman Edwards made a Motion to purchase a 30'x30'x15' Polar Shelter from Paul's Instant and Portable shelters of Albany NH for \$7,495 plus delivery, not to exceed \$10,390.00 contingent upon the Town receiving written approval from the property owner. The funds to be taken out of contingency. Vice Chair Walsworth seconded. Vote taken; vote passed.

Reminder that there is no meeting next week as it is Thanksgiving.

Selectman Harlow stated that the grants are not open as of yet. Selectman Harlow discussed Port City and that he sent them the plot plan for the auction site. Selectman Harlow reached out to legal counsel to investigate foreclosed properties. Reminder that AARP money must be committed by 12/21/2024.

5:44 Chair Philbrick advised that there was no one here for public participation. Chair Philbrick stated that the Board will address documents that need a Notary.

Cemetery Lots at Forest Grove sold deed being signed:

Interment Lots A-R-048, 049, 050, 051

Interment Lot A-R-074

Interment Lot A-R-047

The Board signed the appointment papers for the Parks & Recreation Department.

6:10 Winter Maintenance Snow Plowing/Sanding Contracts signed.

6:15pm Selectman Harlow motioned to enter into Executive Session for Personnel Matters pursuant to 1 M.R.S.A. § 405 (6) (A). Selectwoman Boucher seconded. Vote taken; vote carried.

7:30 PM

Chair Philbrick motioned to exit executive session. Seconded by Selectman Harlow. Motion passed 5-0.

Select Board Issues:

1. Selectman Harlow – None
2. Selectman Edwards – None
3. Selectwoman Boucher – Parking lot lights to be installed after Thanksgiving. Discussion held in regards to the used utility poles located at the park and Ride. Selectwoman Boucher will reach out to resident Ernest Lizotte.
4. Chair Philbrick referred to Selectwoman Boucher for information pertaining to the Parks and Recreation Committee. Kick off for the meeting to be after Thanksgiving. Chair Philbrick addressed the Board about the positive audit results with the Department of Motor Vehicle. Chair Philbrick shared with the Board suggestions made by the DMV to improve our response to them. Chair Philbrick addressed the Board and shared the latest news on the upcoming meeting Milton is hosting in regards to the replacement bridge. Chair Philbrick addressed the Board on the status of the union contract out for signatures.
5. Vice Chair Walsworth requested an opportunity to address the public and the board in regards to retaining control of unpaid bills, the use of Quick Book (to be considered at a later time), payroll services and whether to do payroll weekly or bi-weekly.

Unfinished Business

1. Revised the Following: Light at Park & Ride- to be completed by the end of the month, “COVID” funds to be acted upon this budget session and discussed with the Budget Committee for a June referendum vote, Transfer Station-removed camera from the list, Removed Location Study from the list, other issues discussed with no changes at this time.

Review of Minutes:

1. Selectwoman Boucher motioned to accept the Select Board meeting minutes for November 2, 2023 as presented. Seconded by Selectman Edwards. Motion passed 5-0.

2. **Selectman Harlow motioned to accept the Fire-Select Board meeting minutes for November 9, 2023 as presented. Seconded by Chair Philbrick. Motion passed 3 yes, 0 no, 2 abstain (Not present for that meeting)**

Paperwork:

1. Select Board approved Time Off requests
2. Granted permission for Sheriff Department coverage during the March 5, 2024 primary as requested by the Town Clerk.
3. **Vice Chair Walsworth motioned for the Chair to sign the Civic Plus renewal application for current year 2024 for the sum of \$2,876.31. Seconded by Selectman Harlow. Motion passed 5-0.**

8:22 PM

1. **Vice Chair Walsworth motioned to adjourn the meeting. Seconded by Selectman Edwards. Motion passed 5-0.**

Fire Dept Plan with To-Do List

Short-term Plan

- Renting vacant daycare on Merchants Row
 - Rent on a month-to-month basis, \$3,150 + utilities
 - Downside – **response times will increase**, responders will be geographically separated from the trucks and equipment during freezing temperatures because trucks need to be heated, parked in Station 1
 - No choice We need to do what's right for our responders, period! Until the entire Town gets to vote on whether we continue as a 24/7 staffed FD

Intermediate Plan

- Find a solution to place apparatus and personnel in **same location**
 - June vote on 826 Carl Broggi HWY property or manufactured home at Station 1
- Scrap storage trailer
- Office Trailer (TBD)
 - Repurpose as training aid
 - Relocate to Transfer Station when appropriate
- Tree removal (TBD)
 - Postponed until needs for space are identified
- Station 1 Winterize/Repairs
 - Close side door - Mike
 - Move water line - Chip
 - Seal slab/CMU seam
 - Replace back door - Mike
 - Patch driveway - Paul
- Station 2 – Mike
 - Replace door knob
 - Ensure water lines are secured
 - Turn off electric circuits except for lights
 - Close hose tower
- Merchants Row
 - Portable garage/shelter for vehicles
- Grants:
 - Steven King for gear
 - Firehouse for gear
 - SAFER grant for personnel
 - AFG for truck
 - AFG for equipment
 - Crypto grant for IT equipment

Long-term Plan

- New Fire Station
 - Finish and sign contract with Port City/Allied Cook.

Pauls Instant Garages and Portable Shelters

2465 NH-RT 16 Albany, NH 03818 - 603-447-1198
paulsgarages.com - info@paulsgarages.com



Date

Name Lebanon Fire and EMS

Address: 3 Upper Cross RD Lebanon ME

Phone: 207-457-6556

Email: j.stefano@lebanonfireems.org

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	30x30x15 <i>4' span</i>	5200.00	
	Delivery and Installation	1995.00	
	Tot		7195.00
①	30x30x15 Polar (Extra Arches) <i>2' span</i>	7495.00	
①	Delivery and Installation <i>no installation</i>	2895.00	
	Tot		10390.00
Gravel Pad is recommended at 32ft x 32ft			
Amount Due			
Amount Paid			
Total Due			

We thank you for your business.

Please visit our website for installation videos and FAQs.

Please refer to the installation instructions for general care and warranty information.

Factory warranty covers the cost of replacement parts only.

The warranty does not cover labor, shipping and handling or damages caused by snow and ice.

Owner must keep unit cleared of all snow and ice accumulation.

All returns must be accompanied by this document. No returns on special order items. All returns have a 20% restocking fee.

Paul Philbrick

From: Joseph Stefano <j.stefano@lebanonfireems.org>
Sent: Wednesday, November 15, 2023 10:16 AM
To: Paul Philbrick
Subject: Re: <https://paulsgarages.com/menu/14x36x15-rv-boat-shelter/>

I actually chose another model. It's the 30x30x15 polar model which has more support that are 2 feet on center rather than 4.

Joe Stefano
Fire Chief
Lebanon Fire-EMS
3 Upper Cross Rd
Lebanon ME, 04027
Station: (207) 457-6556
Cell: (207)608-0805

From: Paul Philbrick <paul.philbrick@lebanonmaine.org>
Sent: Wednesday, November 15, 2023 9:15:19 AM
To: Joseph Stefano <j.stefano@lebanonfireems.org>; Michael Walsworth <michael.walsworth@lebanonmaine.org>; Kevin Edwards <Kevin.Edwards@lebanonmaine.org>; Shelli Boucher <shelli.boucher@lebanonmaine.org>; Richard Harlow <richard.harlow@lebanonmaine.org>
Subject: RE: <https://paulsgarages.com/menu/14x36x15-rv-boat-shelter/>

Joe,

From experience, the tents do not always shed the snow well. The unit you are looking at appears not to have a "steep" pitch, but more gradual due to the width. This will probably require the snow to be raked off to prevent build up and collapse of the building. This is not a big deal, I have to do it to my tents most of the time. The snow slides off easily, it just needs to be encouraged to do so.
Paul

From: Joseph Stefano <j.stefano@lebanonfireems.org>
Sent: Tuesday, November 14, 2023 8:26 AM
To: Paul Philbrick <paul.philbrick@lebanonmaine.org>; Michael Walsworth <michael.walsworth@lebanonmaine.org>; Kevin Edwards <Kevin.Edwards@lebanonmaine.org>; Shelli Boucher <shelli.boucher@lebanonmaine.org>; Richard Harlow <richard.harlow@lebanonmaine.org>
Subject: RE: <https://paulsgarages.com/menu/14x36x15-rv-boat-shelter/>

<https://paulsgarages.com/menu/30x30x15-three-car-garage/>

30x30x15 would work best. This would allow us to keep the ambulance and brush truck out of the elements while at Merchants Row.

Joe Stefano, A.A.S., NR-Paramedic
Fire Chief
Lebanon Fire-EMS

3 Upper Cross Rd
Lebanon ME, 04027
Station: (207)457-6556
Cell: (207)608-0805

From: Paul Philbrick <paul.philbrick@lebanonmaine.org>

Sent: Sunday, November 12, 2023 7:24 PM

To: Michael Walsworth <michael.walsworth@lebanonmaine.org>; Kevin Edwards <Kevin.Edwards@lebanonmaine.org>;
Shelli Boucher <shelli.boucher@lebanonmaine.org>; Richard Harlow <richard.harlow@lebanonmaine.org>

Cc: Joseph Stefano <j.stefano@lebanonfireems.org>

Subject: <https://paulsgarages.com/menu/14x36x15-rv-boat-shelter/>

Another source/brand.

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