

**Lebanon, Maine  
Select Board Workshop  
Town Office Conference Room  
Minutes –Meeting  
June 29, 2023**

*DP* Paul Philbrick – Chairman  
*SB* Shelli Boucher – Selectwoman  
*ML* Michael Walsworth - Vice Chair  
*W* Richard Harlow – Selectman  
*pt* Kevin Edwards – Selectman

	<u>Public</u>
Randy Oakley	Paul Turnquest
Miranda Gagnon	Paulie Rumery
Deborah Wilson	Alex Morris
Dorothy Bebris	

*MEETINGS ARE OPEN TO THE PUBLIC AND ALL ARE WELCOMED AND ENCOURAGED TO ATTEND.  
MEETINGS ARE NOW RECORDED LIVE AND CAN BE VIEWED AT:  
<https://www.youtube.com/c/TownofLebanon>*

1. 5:00PM Pledge of Allegiance

**Vice Chairman Walsworth makes a motion to enter executive session for personnel matters pursuant to 1 M.R.S.A. (6A). Selectman Edwards seconds the motion. Vote taken; vote carried 5-0.**

**5:40PM Chairman Philbrick makes a motion to exit executive session. Selectwoman Boucher seconds the motion. Vote taken; vote carried 5-0.**

Conversation with Chief Flynn about the recovery of Station 1. A shower trailer has been installed and will be operational soon. Porta potties will be removed within the week. There is water settling under the laminate floor in the meeting room for station 1, not sure how the water is getting there.

Selectman Harlow reads a statement addressing the fire department and the selectboard. He notes that the Selectboard should be dealing with the politics and the Fire department will continue to provide services to the town as best they can.

Selectman Harlow asks the board if we should be looking into an updated engineering study to assess the problems at station 1. He questions if the board should investigate putting money into fixing some of the issues and using the building for the future use, perhaps as a storage facility for trucks or other town owned equipment. Selectwoman Boucher believes the 2020 engineered study covered those questions and another study would reiterate what we already know. There is discussion that the board and budget committee decided not to put money into that building at this time.

Selectman Harlow address the vote on August 8<sup>th</sup> and moving it to a ballot election to allow more people the opportunity to vote. Selectman Edwards suggest moving the vote to a later date to allow the selectboard more time to gather information and share it with the public.

Selectman Harlow mentions that Great Falls Construction would have time to present suggestions to renovating the building. Vice Chairman Walsworth mentioned Lebanon Code enforcement officer had been to visit the building and was putting together information regarding code infractions. Discussion was had and the selectboard agreed to move the vote back to August 1.

Vice Chairman Walsworth mentions that a member of the fire department reached out the Sanford to gather some numbers on what it would cost for Sanford Fire and EMS to cover Lebanon. He asks the board if they would like him to share that information.

**6:35PM Chairman Philbrick makes a motion to share “the letter” from Sandford Fire and EMS Deputy Chief, Selectman Edwards seconds the motion. Discussion, Selectman Harlow believes the information in unnecessary because it is not a viable option for Lebanon due to the cost. Vote take, vote carried, 3 votes yes, and Mr. Walsworth and Mr. Harlow abstain. 3-0-2. (See attached; document 2)**

**6:30PM Selectman Harlow makes a motion to enter executive session for personnel matters pursuant to 1 M.R.S.A. (6A), fire department. Vice Chairman Walsworth seconds the motion Vote taken; vote carried 5-0.**

**6:52PM Vice Chairman Walsworth makes a motion to exit executive session. Chairman Philbrick seconds the motion. Vote taken; vote carried 5-0.**

Randy Oakley provides the town with the insurance paperwork for the event coming up on July 7,8,9 at the Proving Grounds. He also needs the BYOB (Bring your own beer) permit signed by the selectman.

**7:00PM Vice Chairman Walsworth makes a motion to sign the BYOB permit for Randy Oakley and his event on July 7,8,9. Selectman Harlow starts a discussion about underage drinking at these events and measures taken to prevent such things from happening. The Mr. Oakley informs the board that there are bracelets for those of legal age, there are hired security that will watch the premise, and car checks before anyone leaves the property. Selectman Harlow seconds the motion. Vote taken; vote carried 5-0.**

**7:05PM Selectman Walsworth makes a motion to grant the mass gathering permit to Randy Oakley of 4x4 Proving Grounds for the event on July 7,8,9. Selectman Walsworth seconds the motion. Vote taken; vote carried.**

## **2. 7:02PM Public Participation**

Maranda Gagnon reads her thoughts about the fire department and how question 37 (using \$550,000 of the ARPA Funds to fund a new Fire department) was rushed onto the ballot without proper information being sent out to the residents. She hands out a paper to the

members of the selectboard with several questions addressing the new station. (See attached; document 3)

Dorothy Bebris states that people in this town fear the big expense that comes along with a new station.

Deborah Wilson- She is unhappy with comments being written about her on social media from Lebanon fire fighters.

Paul Turnquest- A Lebanon paramedic- If there is a problem with Lebanon Fire and EMS and commenting on social media, they need to be brought to Lebanon fire command staff. He mentions reaching out to himself as the EMS coordinator, Joe Stefano, or Chief Flynn.

Chief Flynn- He will address any issues if he reads them on social media or are brought to his attention.

### 3. Individual Selectman Issues

Selectwoman Boucher- None

Selectman Edwards- None

Selectman Harlow- None

Vice Chairman Walsworth – Sending out thank you notes to, Mr. Abbott of Waterboro, Seacoast RV with their help in researching a park model. Adding to the Facebook page information about the plans for the fire department with living quarters. (See attached Documents 4,5,6)

Updating the camera and speakers for meetings in the conference room at the town hall.

**8:15PM Vice Chairman Walsworth makes a motion to pay for the IT equipment out of the ARPA funds in the amount of \$4,000.00 and \$59.40 out of general government office equipment. Chairman Philbrick seconds the motion. Discussion about the \$6.00 reoccurring monthly fee should not be in the original purchase and should be removed.**

**Vice Chairman Walsworth amends his motion to total \$53.40 out of general government office equipment. Chairman Philbrick seconds the motion. Vote taken; vote carried 5-0.**

Chairman Philbrick- The town has received the grant money totaling \$9,821.60 for establishing cannabis businesses in Lebanon.

Discussion about last night budget committee meeting and where to shift money from to cover overages in some departments.

**Selectman Harlow makes a motion to move \$5,000.00 from contingency into the codes budget and \$39,610.00 from contingency into the fire budget. Vice Chairman Walsworth seconds the motion. Vote taken; vote carried 5-0.**

Discussion about water pooling under the floor in the meeting room in station 1. Vice Chairman Walsworth will be reaching out to Captain Stefano to contact Serve-Pro for the remediation of the laminate. There is reason to believe there is a gap between the floor and the wall causing the rain to enter with all the extensive rain. Crack will be investigated and filled.

Fire Station Committee now a "Project Team"- **8:45PM Selectman Harlow makes a motion to establish a Proposed Fire Station Project Team made up of selectboard members and Lebanon Fire and EMS members. Vice Chairman Walsworth seconds the motion. Vote taken; vote carried 5-0.**

**Vice chairman retracts his previous motion to appoint to a fire station committee. Selectman Harlow retracts his second.**

4. Unfinished Business –  
Center Road will not be paved for 2 or more weeks due to rain.

5. Paperwork  
**Vice Chairman Walsworth makes a motion to accept the minutes from June 22, 2023, as written. Selectman Harlow seconds the motion. Vote taken; vote carried 5-0.**

Abatement- missing supplemental

Appointments-

Marcy Polletta as Librarian for the town of Lebanon effective until June 30, 2024.

Blane Wood and Jennifer Griffin as E911/addressing officers for the Town of Lebanon effective until June 30, 2023.

Ed Cheuver, Don Leuchs, George Main to the Conservation Commission for the Town of Lebanon effective until June 30<sup>th</sup>, 2026?

Carol Harris as the Animal Control Officer for the Town of Lebanon effective until June 30<sup>th</sup>, 2023.

Call for TOWN WARRANT for July 11<sup>th</sup>, 2023. Selectboard answers NO 5-0

Letter of resignation for Chief Flynn. Selectboard asks to hold on vote.

Letter of resignation for Deputy Chief Mark Klose of the Lebanon Fire Department

**Vice Chairman Walsworth makes a motion to accept Deputy Chief Klose resignation.**

**Selectman Harlow seconds the motion. Vote taken; vote carried 5-0.**

Appointment for Joe Stefano to Deputy Chief. Selectboard asks to hold.

**9:02PM Vice Chairman Walsworth makes a motion to enter executive session pursuant to 1 M.R.S.A. (6A) personnel issues. Selectman Edwards seconds the motion. Vote taken; vote carried 5-0.**

**9:50PM Vice Chairman Walsworth makes a motion to exit executive session. Selectman Harlow seconds the motion. Vote taken; vote carried 5-0.**

**9:51PM Vice Chairman Walsworth makes a motion to accept Chief Flynn's resignation effective July 9<sup>th</sup>, 2023. Selectman Harlow seconds the motion. Vote take, vote carried 5-0.**

**Chairman Philbrick makes a motion to adjourn. Selectman Edwards seconds the motion. Vote taken; vote carried.**

**City of Sanford****Fire Department**

972 Main Street, Sanford, Maine 04073-3592

**Emergency Services**

To whom it may concern,

The Sanford Fire Department provides top-tier service to the City of Sanford and the Village of Springvale. The department has also responded to your community in a mutual aid capacity for both Fire and EMS for a long time. For the City of Sanford and the Sanford Fire Department to provide coverage to the Town of Lebanon, we would require the following.

**Costs:**

1. Staffing and Operations: **\$2,500,00.00**
  - a. Total hiring of 20 staff.
    - i. 16 Firefighter/Paramedics
    - ii. 4 Lieutenants Firefighter/Paramedics
  - b. Equipment, Personal Protective Equipment, Support Items
2. Facilities:
  - a. Complete rebuild of Station 2 to accommodate staff and modern apparatus.
  - b. Apparatus: SFD Staff will conduct a needs assessment and report back requirements based on the current inventory of the Town of Lebanon's Fire/EMS equipment.

These costs are estimates based on the standard of care and response the Sanford Fire Department has set forth for its citizens and visitors. The City of Sanford has a standard of three staff per Engine and 2 staff per ambulance. The City of Sanford is in the process of building new fire stations for the community and its responders. The Sanford Fire Department would need these requirements met to enter into any agreement with the Town of Lebanon.

As a reminder, the Sanford Fire Department has no obligation to provide any type of coverage to the Town of Lebanon outside of a mutual aid response. The term mutual is key being that the assistance is mutual. Should the Town of Lebanon choose to dissolve their department the Sanford Fire Department will have no obligation to cover their town for Fire or EMS responses without entering into a new agreement.

Thank you,

Assistant Chief Rick Smith

CC

Chief Scott Susi

Assistant Chief Robert Arnold



\*Are we guaranteed to get a grant?

\*Maybe eventually?

\*Are there any contingencies to any grants that we get?

\*How long could it take, could it be one month, on year, longer?

\*What is the plan for the department in the meantime?

\*What planning was done aside from the Phase one breakdown? Is my understanding correct, in the fact that we have to approve this building before we will have a plan for the building? We have to approve something that we do not know what we are approving, how big it will be, or what the cost will be because that will not happen until phase 2 and phase one must be passed in order to get to phase 2? Almost sounds like a riddle when I say it out loud ☺

\*Did the select board participate in the planning, and if so, how much of it did you contribute? Size and scope of the project. There was talk that chief wanted 5 bay, you wanted to keep it smaller, 3-4, just wondering where the thought process is there. Was there any discussion of concern between select board and chief, in regards to the pattern of voting in Lebanon, the chance of this being approved and this may take more time and possibly more than one vote?? It's not a secret that Lebanon residents are not easily swayed into a huge tax increase, or at least not all at once

\*Was there any type of communication with other comparable towns/departments, so see what they have and if it accommodates their departments, and ask what way they went about getting new departments....I believe Acton has been talked about, and I know Berwick just got a new station a few years ago. I did see someone share the Milton plan, was that reviewed by chief and or select board and any comparison done?

\*What is the projected time frame start to finish if phase one were to pass, or is this unknown.

\*Is the \$7 million dollar number based on quotes given by companies or just a general ballpark considering things like building supplies and general costs of labor. I think 4-5 million was thrown out there at one point in time, but chief said he honestly thinks closer to 7, do you agree. Do we have any numbers to support that? Are there any quotes for any part of this project aside from the phase one breakdown.

\*If the only grants we get are partial payments, what is the plan for funding any money that is not granted to us?

\*Are there any leads on grants at this time? Aside from Susan Collin's office saying they are working on a bill....we all know how that goes....and it is not guaranteed.

\*Will this project come with a tax increase? Is there an estimate on what the increase will look like? Is this tax increase going to be a lump amount in one year or can it be a smaller increase over a couple of years.

\*Is this a project that will need to be paid for in full up front, does this project require the town to take out loans or bonds of any sort? Is there a timeframe on coming up with the funding for the project.

\*Can we sell the other two buildings (at whatever point in the project), or will that money need to go into another fund, and then will it require a vote to use it toward the new building. Example of this, chief wants a rec room in the new building, can we wait until those buildings are sold so we can use that money for rec equipment??? Something of that sort?? Something like that for the wants in the new station??? I know chief discussed selling lumber from the lot, any other ways of recouping? Is the select board in agreement that any money we can recoup we should?

\*Chief said he thinks one building can be sold but the other may have some legalities around it, he wasn't sure, is that playing any part in trying to get a new department? With these legalities, is this building able to be sold? I understand selling and recouping that would need voter approval, but I think the odds of that are very high

\*Is there an actual design on paper that lays out what is being proposed? I did see a paper drawing at one point, but I was not able to find that for tonight. It was just a sketch. Is there any other official planning on what is being proposed, or is this something that could change, both wants/needs between now and completion of phase 1 seems the contract for phase one would include the "planning".

\*What part of that do we get to have part in, or will the contractor come up with that....does he take the wish list and then make a plan based on that....who approved the "wish list"

\*The NFPA concerns....in order to avoid it, we need to limit the size of the building....I saw something that said the chief wanted 5 bay, but select board wants 3-4 to avoid NFPA, what risk is there aligning with this thought process? It seems like a little bit of a gray area to know there are standards to follow but if we stay under a certain size, we can avoid that.... And then there was something about keeping it to a certain size to avoid DEP....all things that fall in that gray area in my opinion....we do not need any more legal issues because we try to sidestep something. I have not confirmed this, but maybe you can.

\*Does the plan for the new station allow for expansion in the future...the town is growing rapidly, and that should be considered, especially if we are trying to fudge things a bit in order to avoid NFPA

## Document 4

Mr. Abbott,

Though Lebanon did not choose to establish a Charter Commission, we wish to thank you for the time you spent with us, sharing your experiences and answering all of our questions. We are enriched by knowledge we gained from you and the experience as a whole.



What's the next step for Station 1 and our fire fighters?

The Select Board is gathering estimates to provide housing for the on-duty crews. We are looking at housing solutions that would provide two bedrooms, kitchen and living space, and two showers (one would be dedicated for personnel decon after a call).

Renovating the damaged areas is cost prohibitive. Renovating would trigger addressing and fixing code violations in adjacent areas of the building which would greatly increase the amount of work needed to use the areas as living space again.

A Park Trailer RV model was initially considered but was deemed to not meet the needs and could have potentially triggered future costs to meet code and OSHA requirements.

We are taking quotes for container and modular type spaces that are designed to meet the fire fighter's needs. These spaces are built to Maine code to protect against Maine's cold weather and snow.

The Budget Committee and Select Board met last night and both approved a question to be brought to the voters to authorize up to \$200,000 from the Town's Reserve account. There is about \$7 million in the account. Spending the money from that account will not affect anyone's taxes. The question will be presented to the voters on July 11, 2023 in an open Town Meeting at the Lebanon Elementary School.

Aug 1, 2023

Document 6

Amanda,

The Town's Budget Committee and Select Board of Lebanon wish to thank you for your submittal. However, a decision was made not to pursue a Park Model RV to house our Town's firefighter. This was based solely on a need for two showers becoming a critical factor and is not a reflection on you or Seacoast RV in any way. The customer service you and your staff showed us was outstanding!

Respectfully,

The SB.