

BLT 6/4/15
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Lebanon Board of Selectmen Meeting

May 28, 2015

Present: Selectman Chair Ben Thompson, Selectman Royce Heath, Selectman Paul Philbrick

Agenda: Tom Torno-Roads Supervisor, Sue Collins-Paperwork/Discussion, Mandy Grenier-Town Clerk, Other business.

Attendees: Grace Leone (4:05 PM to 4:15 PM), Fire Chief Meehan (4:44 PM to 5:55 PM)

4:00 PM to 4:22 PM – Sue Collins:

1. Informed the board that Carter Hagaman would attend the board's meeting on June 1st to discuss the East Lebanon Fire Station property
2. Introduced Grace Leone to speak to the board about the Senior Citizen's dinner program
 - A. Discussion included the funding for the program and what the future holds for the program
3. Presented to the board a Little River road resident's request to have their assessment reviewed

4:22 PM to 4:25 PM – Board:

1. Motion made by Selectman Chair Thompson to accept the Lebanon Flag donated to the Town by Ernest Lizotte Sr. in memory of his wife, Ethel Lizotte. Motion seconded by Selectman Heath, motion carried with all in favor.
2. Motion made by Selectman Chair Thompson to accept the Maine State Flag and the United States Flag, which had been flown over the Maine State Capital donated to the Town by Representative Karen Gerrish. Motion seconded by Selectman Heath, motion carried with all in favor.

4:25 PM to 4:35 PM – Treasurer Lemay:

1. Presented a request for two new checking accounts

4:35 PM to 4:44 PM – Town Clerk Grenier:

1. Discussed with the board the results of off shifting personnel at the front desk to provide better service to the Town's residents
2. Discussed with the board the office phone system
3. Discussed with the board the office system arrangement

4:44 PM to 5:55 PM – Fire Chief Meehan:

1. Discussed the Town of Lebanon, Maine Rescue Department – Junior EMS Program with the board.
 - A. Presented a draft copy of the standard operating guidelines for the board to review and comment on
2. Discussed with the board the Comstar proposed contract

- A. Discussion centered on the renewal clause in the contract and the percentage rate charged for Comstar's services
3. Discussion was held with the board on the purchasing of paint and painting of the Blaisdell Corner Station
4. Informed the board of work being done at the Blaisdell Corner Station to provide better facilities for the rescue personnel
5. Discussion was held by the board in reference to the bathroom repair
6. Presented to the board a request to consider installing a water treatment system at the Blaisdell Corner Station
7. Discussion was conducted in reference to the "\$2,000.00" service fee being charged by some of the surrounding Towns when Lebanon Rescue does not respond to a call
8. Discussion was conducted in reference to obtaining rescue responders at the Paramedic level
9. Presented to the board for review and comment the Lebanon Fire/EMS Department – Standard Operating Guideline proposal for temporary pay rate for rescue
 - A. On a per call basis:
 - Transport – drivers \$10.00, EMT-B \$14.00, EMT-A \$16.00
 - Assist on scene- drivers \$5.00, EMT-B \$7.00, EMT-A \$8.00
 - Support - \$4.00
 - B. At least an 8 hour shift – calendar sign up - \$10.00 plus transport rate for any calls they respond to
 - C. Training/Meetings – flat rate
 - Drivers and support \$4.00
 - EMT A & EMT B \$6.00
10. Discussed the "Go Deep Mud" event over Memorial weekend
11. Updated the board on the status of the telescopic flag poles at the Blaisdell Corner Station
12. Discussion was held by all in reference to the Lebanon Festival Fire and Rescue proposed participation/demonstrations

5:55 PM to 8:50 PM – Board:

1. Discussed the estimate received to replace the dead tree at the Town Office
 - A. Board approved the purchase order to replace the tree
 - B. Motion made by Selectman Chair Thompson to provide \$120.00 from the Contingency account to fund the purchasing and installation of a tree at the Lebanon Town Office to replace the one that died due to previous damage to the tree. Motion seconded by Selectman Heath, motion carried with all in favor.
2. Reviewed and approved time off request received from the office staff
3. Reviewed and approved the application for Mastercard Business Cards with Peoples Bank
4. Received a call from the director of the Senior Citizen Dinner program
 - A. Discussed with the board the program
5. Discussion was held in reference to completing the paving on Varney Street before June 30th
6. Reviewed and acted upon incoming mail

7. Reviewed and approved purchase orders for training, Animal Control, advertisement for job openings, fire, and rescue
8. Reviewed and approved meeting minutes for May 18, 2015
9. Discussion was held in regards to the Mil-Rate to be set for 2015- 2016
10. Discussion was held in regards to the request for two new checking accounts
 - A. Motion made by Selectman Chair Thompson to open two new checking accounts. One account will be for capital improvement funds and the other account will be for special Revenue. Motion seconded by Selectman Heath, motion carried with all in favor
11. Discussion was held in regards to displaying the donated flags to the Town
 - A. Motion made by Selectman Chair Thompson to display the donated U.S. , State, and Lebanon Flag in the Lobby of the Town Office. Motion seconded by Selectman Heath, motion carried with all in favor
12. Discussion was held in regard to amending the full time equivalency standard found in the Town's Personnel Policy to support the Highway and Fire/Rescue department's manpower requirements.
 - A. Motion made by Selectman Chair Thompson to amend the full time equivalency standard found in the Town's Personnel Policy (Article IV, Subsection A) from 25 hours to 35 hours per week, 52 weeks per year and/or the required ACA equivalency rate thereof according to the Federal Bureau of Labor Statistics. Motion seconded by Selectman Heath, motion carried with all in favor
13. Reviewed the request from Selectman Assistant Sue Collins in regards to a change in duties
14. Discussed the status of the search for a Code Enforcement Officer and the status of the department at this time
15. Motion made by Selectman Chair Thompson to adjourn the meeting @ 8:50 PM. Motion seconded by Selectman Heath, motion carried with all in favor