

Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
JULY 27, 2023

Paul Philbrick – Chairman	Excused	Joe Stefano	Taylor Church
<i>SB</i> Shelli Boucher – Selectwoman		Todd Ouellette	Alex Morris
<i>M</i> Michael Walsworth - Vice Chair		Paul Rumery	
Richard Harlow III – Selectman	Excused	Sheila Hibbard	
<i>KE</i> Kevin Edwards – Selectman			

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

6:03 Pledge of Allegiance

Department Head Briefing - Vice Chair Walsworth read a statement apologizing for an issue at last week's meeting (attached) to Interim Chief Stefano. Selectman Walsworth stated that the check for a new Chief's vehicle has been written. Chief Stefano will pick the vehicle up on Friday 7-28-23 and then it will get outfitted at a later date. The vehicle will be in service immediately. The Chief stated that there is no change in the living conditions and still no complaints from the staff. Vice Chair Walsworth advised that Chief contacted Allegiant regarding the ambulance and asked if they could hold it. They have agreed to hold in until 8/9/23. This may not be enough time.

Selectman Edwards reviewed a document of questions (attached) from residents and his answers to the same. Selectman Edwards stated that if you have questions you can email him at kevin.edwards@lebanonmaine.org or selectmen@lebanonmaine.org or any of the other board members.

6:25 Sheila Hibbard of Gully Oven discussed the condition of the road and how terrible it is. Ms. Hibbard stated that the ambulance has trouble on this road as well. Vice Chair Walsworth stated that the Road Commissioner asked for monies to repair this road in his budget. This money is in his budget for this project. Ms. Hibbard stated she speaks with Scott and he does a great job with what he is given. Ms. Hibbard relayed a question from her husband as to why Center Road was repaired. Vice Chair Walsworth stated that money was granted for that road in last years budget.

6:30 Individual Select Board Member Issues – Vice Chair Walsworth is the only one with items. Data Defined sent quote to go from monthly services to yearly. There is also the issue of the Fire Department being added to the Town Office domain to avoid the several issues that have occurred recently. This is of a cost of \$10.00 per month.

There is a request for someone to get their property back by only paying 1 year of back taxes. The board didn't agree to this as they feel that there is a rule and must remain consistent. O'Donnell & Assoc. would like to set the numbers for the estimated numbers now so that they can get the letters to the printer. The board members agreed to this.

Chief Stefano discussed Bureau of Labor Standards had 1 finding and that is a hole in the floor. This needs to be corrected by 8-14-23 – hold needs to be filled.

6:45 Unfinished Business – reviewed

6:50 Selectwoman Boucher motioned to accept the Minutes of 7-20-23. Selectman Edwards seconded. Vote taken; vote carried. Selectwoman Boucher motioned to accept the Minutes of 7-26-23. Selectman Edwards seconded. Vote taken; vote carried.

There is an additional tax acquired property Map R06-061 and they would like to pay everything owed, \$39,141.99. Board agreed.

Vice Chair Walworth read the Appointment paperwork for Christine Corliss, Alternate Member of the Budget Committee until 6/30/2024. Time off requests signed.

7:20 Vice Chair Walsworth motioned to enter into Executive Session for Personnel Matters Pursuant to 1 M.R.S.A. § 405 (6) (A) – Fire Dept. Selectman Edwards seconded. Vote taken; vote carried.

7:50 Vice Chair Walsworth motioned to exit executive session. Selectwoman Boucher seconded. Vote taken; vote carried.

TOWN OF LEBANON



Select Board
207.457.6082 #5

15 Upper Guinea Road
Lebanon, ME 04027

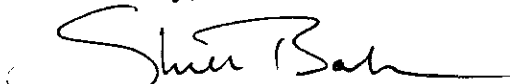
July 27, 2023

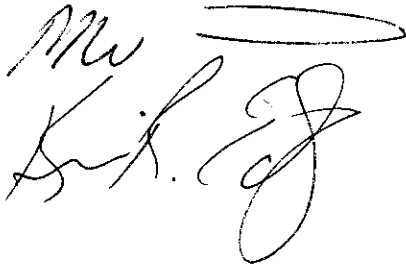
Joe Stefano
Interim Chief

Joe,

Last week, harmful allegations were made against you during public participation which should have been handled in executive session. The Select Board apologizes for allowing this to occur and we ask you to forgive our mishandling of the situation. Your performance as Deputy and now interim Chief has been outstanding and in line with the recommendations from other local chiefs that preceded your appointment to that position.

Sincerely,


Lebanon Select Board



Questions Being Asked Regarding Current Need for Berthing, Bathrooms, and Kitchen

Currently Station 1 does not have a functioning bathroom, shower, or kitchen due to the septic line back-up and subsequently discovered dramatic issues with the septic line. Also, Fire/EMS personnel need adequate berthing areas to accommodate overnight coverage – both paramedics and other personnel do not live in Lebanon. Currently there is a portable bathroom/shower trailer being rented. Personnel are berthing on recliners in the Stephen King office trailer. These conditions are untenable for any length of time.

Questions:

1. **“What is the cost comparison between repairing and remodeling Station 1 to meet personnel and station requirements for bathrooms, shower, kitchen and berthing vs. acquiring a separate container/modular structure?”**
 - a. Repairing and remodeling Station 1 was explored extensively with the following steps and people/agencies:
 - i. Both a NH contractor and a large regional commercial design-build/contractor came in to survey the current situation in Station 1 in light of the septic pipe, foundation, roof, furnace, etc. Remodeling Station 1 by locating the bathrooms* and kitchen to the back wall to eliminate using the septic pipe under the slab, and creating bedrooms and living area was assessed; (NOTE: *Two bath/shower rooms are required to meet post-call decontamination requirements for Fire/EMS personnel.)
 - ii. The ME State Fire Marshall’s office was contacted to give guidance and requirements for a building remodel as well as a new structure;
 - iii. Lebanon Code Enforcement Officer Rod Furbush was consulted to determine what code requirements would need to be met for all options.
 - b. The State Fire Marshall’s office said if berthing areas were made, or if the existing building was used for berthing at all, the building would need to be brought up to current fire codes.
 - c. Additionally, the idea of putting only a kitchen and bathroom in Station 1 at the back of the building to avoid using the compromised section of the septic line, and setting up the existing “Stephen King” trailer for berthing quarters was examined.
 - d. The above remodeling options have rough cost estimates between a low of \$162,000 + meeting any required fire codes and remodeling the Stephen King Trailer, - and a high \$364,500 for a full remodel including all needed rooms inside Station 1, to meet building codes; **meeting fire codes would be additional costs beyond this.**
 - e. The consensus of the Budget Committee was they did not believe it wise or prudent to put money into the existing fire stations beyond what was absolutely necessary to keep them functional.
2. **What is the current status of finding suitable accommodations for berthing, bathrooms, and kitchen?**
 - a. After consultation with the Fire/EMS Dept. and consulting with the Code Enforcement Officer and State Fire Marshall’s Office, the following requirements would have to be met:
 - i. *3 rooms (at least 1 with a closet), two 3/4 baths, kitchen, living room, washer, and dryer hook-ups.
 1. *A third room would allow the office in the Stephen King trailer to be located in the new structure, as well as IT equipment to be located in a secure room (closet). This will allow us to repurpose the Stephen King trailer or sell it to offset

the cost of a new structure. Verbal permission from the Stephen King Foundation for this has been given to Interim Chief Stephano.

- ii. The new structure must meet applicable ME state building and fire codes (**Res. Or Com.?**), including insulation, snow loads, etc.
- b. A number of options have been examined
 - i. A Park Model RV. It does not meet the requirements of two bathrooms and some codes for year-round use.
 - ii. A Container converted to living quarters. It was determined a container system would be too small to accommodate the necessary requirements
 - iii. Modular built structures. These seem to be the best options since they can include all necessary requirements, meet all codes, and be at the lowest cost of all the options.
- c. Several modular companies are being contacted with our list of requirements and are asked to give quotes, specs, sitework requirements, and electric and plumbing hook-up needs.

3. Where would the proposed structure be located?

- a. Based on boundary lines, setbacks, location of the septic tank, and other factors, it has been determined the best location would be behind the current fire station toward the Northwest side.
 - i. The current semi-trailer storage unit is planned for removal. The BOS put a message out that anyone willing to take all contents and the trailer can have it, submitting required insurance coverage. (The Fire dept. determined there are no hazardous materials in the trailer.)
- b. The new structure will most likely be around 28'x48', allowing easy access for personnel to enter the fire station by the side door into the large back room, and allow access to the septic tank for the drain line. Water and electrical hookups would be relatively easy at this location also.
- c. The structure would be spaced far enough away from the back of the building to allow a plow truck to remove snow between the Station 1 and the new structure.

4. What is the plan for budget committee and voter approval?

- a. Once we have quotes from modular companies, the Select Board and Fire/EMS Dept. representatives will determine which one(s) are most suitable for the town's needs based on cost, site requirements, accommodations, and other factors;
- b. Then the Select Board and Fire/EMS Dept. representatives will meet with the Budget Committee to determine the best option(s) to put before the residents at a Special Town Meeting Vote: date is To Be Determined.

5. If the residents approve new accommodations, what is the timeline for the project?

- a. The timeline will be determined by:
 - i. Lead time for construction of the unit, delivery, and setup by the manufacturer, possibly 4-8 weeks, but unknown until quotes come in;
 - ii. Time needed for site prep. which will be determined by the manufacturer's requirements, as well as building codes. Sitework and prep. could be done during the manufacturing lead time.
- b. The goal would be to have the structure in place and functional ASAP, hopefully before cold weather.