

**Town of Durham
Board of Selectmen Meeting Minutes
April 7th 2015**

Call to Order: Selectman Wakeman called the meeting to Order at 6:30 p.m.

Establishment of a Quorum:

Members Present: Chairman Jeffrey Wakeman, Vice Chairman Sarah Hall, Selectman Mark Blake, Selectman Michael Stewart. Selectman Joshua Libby excused.

Quorum: Chairman Wakeman announced a Quorum has been met with four (4) members present.

Also Present: AA/TA Ruth Glaeser, Interim Road Commissioner Ronald Dube, Codes Official Paul Baines, Fire Chief/EMA Director William St. Michel, Deputy Fire Chief Keith Russell, Secretary Jill Toher.

Pledge of Allegiance: Completed.

Election of Chairman and Vice Chairman:

Chairman: **Sarah Hall Moves** to nominate Jeffrey Wakeman as Chairman. Mark Blake Second. Motion Carried with Jeffrey Wakeman abstaining. Jeffrey Wakeman accepts Chairman position.

Vice Chairman: **Chairman Wakeman Moves** to nominate Sarah Hall as Vice Chairman. Selectman Blake Second. Motion Carried with Sarah Hall abstaining. Sarah Hall accepts the Vice Chairman position.

Amendments to the Agenda: None.

Public Present: None.

Public Comments: None.

Consent Agenda:

- a. Approval of Treasurer's Payables Warrant
- b. Approval of Regular Selectmen's Meeting Minutes – March 24th 2015
- c. Approval of Joint Selectmen's Meeting Minutes – March 30th 2015
- d. Approval of Selectmen's Special Meeting Minutes – March 31st 2015

e. Correspondence:

- 1. Letter from Michael Feldman regarding Appeal**
- 2. Amvets Thank You**
- 3. Lincoln County Animal Shelter Thank You**
- 4. MPERS – Notice of Increase effective July 1st 2015**

Vice Chairman Hall Moves to Approve the Consent Agenda as presented. Selectman Blake Second, Motion Carried 4-0.

Action and Discussion Items:

a. Act on Animal Control Officer – Selectman Stewart Moves to hire an Animal Control Officer. Vice Chairman Hall Second,

Discussion: The Board discussed the pros and cons of hiring an Animal Control Officer. Chairman Wakeman stated savings may be delayed if an Animal Control Officer needs to be trained.

Motion Carried 4-0.

Chairman Wakeman instructed AA/TA Glaeser to Notify Lisbon of the Board's decision.

b. Act to Set Codes Official's hours – Chairman Wakeman Moves to set regular Codes Official's hours – Monday and Tuesday, 8:30am – 4:30pm, and Thursday, 10:30pm – 6:30pm, starting Monday, April 13th 2015. Vice Chairman Hall Second. Motion Carried 4-0.

c. Act on Committee, Fire and Office Appointments – Vice Chairman Hall Moves to Approve the Committee, Fire and Office Appointments for 2015 as set forth in the list provided. Selectman Blake Second, Motion Carried 4-0

d. Act on Annual Property Tax Payment Policy – Payments applied to oldest Property Tax Obligation

Vice Chairman Hall Moves to Approve as presented. Selectman Stewart Second, Motion Carried 4-0.

e. Results of Town Meeting – AA/TA Glaeser had nothing to discuss or report at present.

f. Discussion – Alternative Warrant Exploration Committee – It was the general consensus of the Board members to establish a Committee to investigate alternate means of voting on the proposed budget in conjunction with the Annual Town Meeting. The Selectmen

will provide a Mission Statement including legal framework for the Committee. It was agreed that the committee should have between seven to nine members so they can break down into sub-committees. The committee meetings will be open to the public. It was agreed to advertise for members on the Website, Town Channel, Tri-Town News and Weekly Durham Blast. AA/TA Glaeser to notify Donna Church of the Board's decision.

Chairman Wakeman Moves the Alternative Warrant Exploration Committee shall contain between seven and nine members and solicit on the Website, Town Channel, Weekly Durham News Blast, and Tri-Town News with appointments to be made on May 5th 2015 by the Selectmen. Selectman Blake Second. Motion Carried 4-0.

The Selectmen will work on a Mission Statement and have proposed milestones by the April 21st 2015 Board Meeting,

Department/Committee Reports:

a. Town Administrator – AA/TA Glaeser provided the Board with bank balance information as of April 7th 2015 and stated that by next month, the Town will need to have a TAN loan in place. Chairman Wakeman instructed the AA/TA to research three institutions for the best rates.

Chairman Wakeman Moves the AA/TA provide three proposals of rates for the Board to review by April 21st 2015. Selectman Blake Second. Motion Carried 4-0.

b. Interim Road Commissioner – Interim Road Commissioner Dube stated he has submission papers ready for the Board to sign to apply for a \$2,000.00 Safety Grant for which the Town would be reimbursed \$1,300.00.

Vice Chairman Hall Moves to permit the DPW to apply for the Safety Grant as presented, and to have a Board member sign. Selectman Stewart Second. Motion Carried.

Interim Road Commissioner Dube suggested moving the Bulky Waste Collection site to behind the DPW facility garage. He has been working on plans for Bulky Waste Day including the move of location with Barry Baldwin. Pine Tree Waste has agreed to supply three the roll off containers and six packer trucks. Interim Road Commissioner Dube reported the only worker he has left to sign up is Parker Morse who customarily works the gate.

Selectman Stewart Moves to hold Bulky Waste Day to the new DPW site. Selectman Blake Second. Motion Carried 4-0.

Selectman Stewart stated he was notified by a resident that the garage door area had been struck apparently by a DPW truck and passed around photos of the damage. This incident

was reported to the Board previously by former Road Commissioner Bennett. Interim Road Commissioner Dube reported the damage has already been fixed and that spotters are now required when trucks are entering or leaving the garage.

The Interim Road Commissioner also reported work is scheduled to start soon to replace six culverts and ditching on the Quaker Meetinghouse Road and Rabbit Road. He will have this information placed on the Town Channel and Website.

c. Codes Official – The Codes Official reported he has been in contact with Stephanie Carter at GPCOG and Planning Decisions out of South Portland regarding submitting proposals for the Land Use Ordinance Review. Once proposals are received, he will provide them to the Planning Board for initial review.

The Codes Official also reported that residents have been talking to him about setting up a committee to review the Comprehensive Plan. Vice Chairman Hall advised former AA/TA Janet Smith got a list together of interested parties. He would like to discuss this jointly with the Selectmen and Planning Board in the near future. A discussion ensued regarding the timeliness of the Comprehensive Plan versus the Land Use Ordinance.

d. Fire Chief/ Deputy Fire Chief - Chief St. Michel stated his father's condition is continuing to deteriorate and will need to continue on family sick leave, but will be available as needed for the Town.

Deputy Fire Chief stated one of the garage doors was hit at the fire station. He also reported plans for erecting the forty foot tower are in process and should begin in May, 2015. A pole will need to be set for the guy wire and a couple of trees will need to come down. The project is scheduled to begin the beginning of May, 2015. He stated he met with the Androscoggin County Sheriff's department, They will have three of their repeater antennas placed on the new tower.

Selectmen's Comments:

Selectman Blake reported sewer type odors are present in the office. The Codes Official will research to locate the septic tank and report back at the next Selectmen's meeting.

Chairman Wakeman announced the following:

Regular Selectmen's Meetings will be held on Tuesday, April 21st 2015 and Tuesday, May 5th 2015 at the Town Office beginning at 6:30 p.m.

The Town Office will be closed on Monday, April 20th 2015 in observance of Patriot's Day.

The RSU#5 will hold a meeting on Wednesday, April 29th 2015 at the Durham Community

School as well as one tomorrow, April 8th 2015 at the Pownal Elementary School. Both meetings start at 6:30 p.m., with a meet-and-greet beginning at 6:00 p.m.

Chairman Wakeman Moves the Board into Executive Session #1 pursuant to Title #1, M.R.S.A. ss. 405(6)(A) – Personnel Matters at 7:20 p.m., preceded by a brief recess. Selectman Blake Second, Motion Carried 4-0.

Respectfully submitted,

Jill S. Toher, Secretary

Chairman Wakeman Moves the Board out of Executive Session #1 at 8:15 p.m.

ACTION TAKEN: **Chairman Wakeman Moves** to Approve raises as discussed. Seconded by Vice Chairman Hall. Motion Carried 4-0.

Executive Session #2: **Chairman Wakeman Moves** the Board into Executive Session #2 pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel Matters at 8:17 p.m. Vice Chairman Hall Second. Motion Carried 4-0.

Chairman Wakeman Moves the Board out of Executive Session #2 at 8:23 p.m.

ACTION TAKEN: **Chairman Wakeman Moves** to offer the Animal Control Officer to Patrick Johnson at a stipend of \$5,000.00 per year. He will be paid monthly on the first pay period of the month. Selectman Stewart Second. Motion Carried 4-0.

Adjournment: **Selectman Blake Moves** to Adjourn at 9:10 p.m. Seconded by Chairman Wakeman. Motion Carried 4-0.

Respectfully submitted,

Ruth Glaeser, AA/TA