

**Town of Durham
Board of Selectmen Regular Meeting Minutes
January 19th 2016**

Call to Order: Selectman Wakeman called the meeting to Order at 6:05 p.m.

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

Quorum: Chairman Wakeman announced a Quorum had been met with five (5) members present.

Also Present: AA/TA Ruth Glaeser, Codes Official Paul Baines, Secretary Jill Toher.

Pledge of Allegiance: Completed.

Amendments to the Agenda: None.

Public Present: None.

Public Comments: None.

Action and Discussion Items:

a. Budget Discussion - Chairman Wakeman stated the purpose of this meeting is to review proposed the Administrative budget requests received to date and to compare figures with last years figures. The 2016 proposed budget is based on a 53 week payroll year.

Codes Enforcement: AA/TA Glaeser stated that the Codes Official has consistently worked upwards of twenty-eight (28) to thirty (30) hours per week and suggested bumping this position up to a full time position by adding several more duties to the job position.

AA/TA Glaeser continued that the Codes Official is currently handling E-911, working on Ordinance changes, working with the Historic District Commission, which includes attending meetings for these departments as well. She suggested the Selectmen add the position of Town Planner to the job description as well.

Codes Official Baines stated the current Comprehensive Plan is more than fifteen years old and out of date and the State did not certify the existing Comprehensive Plan. He also stated the existing Growth Ordinance is invalid.

The Codes Official stated that the Town needs a Comprehensive Plan first in order to properly continue developing the Town Ordinances, and according to law the Comprehensive Plan needs to be updated every ten (10) years.

The Codes Official stated that last year, he generated approximately half of his wages in permitting fees.

A discussion regarding upgrading the position including wage and benefits followed. Initial ball park figures for the upgrade to this position is as follows: Salary and benefits would increase to approximately \$40,437.00 for a 34 hour work week including benefits compared to \$27,379.00 expended last year without benefits. The upgrade to the Codes Official Position is reflected in the proposed budget figures which reflects an overall increase of \$31,755.00. Administrative Expenses will be further discussed in detail at a later meeting.

Also discussed was the possibility of the DPW performing routine generator maintenance on the four Town generators. AA/TA Glaeser will check into this and also determine whether this step would void the warranty on the Eureka generator.

Vice Chairman Hall requested that AA/TA Glaeser compare the figures for the DPW maintaining the Town's grounds year round including plowing vs. when these services were under contract.

Insurance Options for Personnel: AA/TA Glaeser presented four insurance options for the Board to review which includes an HRA option. She stated that either plan costs within less than one (1%) percent of each other. Chairman Wakeman stated he would like to get affected employee's input prior to making a firm decision.

General Insurance: Remains essentially the same although Workers' Compensation has increased by four (4%) percent due to a fire department accident.

Animal Control: AA/TA Glaeser stated that there is an overall decrease of 10.09% to the proposed 2016 budget due to the Town hiring its own Animal Control Officer. The overall decrease includes increasing overall operating expenses for this position by \$1,286.00. It was noted that licensing fees are apportioned out as follows: \$1.00 Clerk Fee, \$2.00 to Animal Control and \$3.00 to the State. The \$25.00 late fee goes to Animal Control.

Assessing: Budget remains the same as last year.

Cemetery: There was a slight net decrease of \$220.00 in the overall budget request primarily for flag replacements. Chairman Wakeman requested that the Cemetery Committee inspect Town owned cemeteries and report back to which are falling into disarray.

Conservation: Budget request remains the same.

Donations: AA/TA Glaeser supplied supporting documentation for each entity requesting a donation. Donation requests will be reviewed at a later date.

Eureka Center: The request includes an additional \$500.00 for the propane stove and a slight increase in cleaning fees due to the 53 year work week. To be discussed is the withdrawal from the 2015 Emergency Fund for repair of the Eureka Center Basement wall.

Fire/EMA and Fire Capital Fund: To be scheduled.

General Assistance: AA/TA reduced the proposed budgeted amount from \$5,000.00 to \$3,000.00 due to the fact that the State is now reimbursing at seventy (70%) percent instead of fifty (50%) percent previously.

Parks and Recreation: The proposed request reflects an increase of \$6,763.00 which includes athletic and club requests, in full, as well as costs for permitting for new outhouse facilities and includes new mapping. Estimate includes \$250.00 for yearly pumping of outhouse facility. Amounts proposed for athletic donations will be more closely examined at a later meeting.

Planning/Appeals: AA/TA Glaeser stated the overall increase request is \$2,234.00 based on increases to Historic District Commission training, a projected increase in Appeals based on 2015 which includes a large proposed increase for certified, return receipt request mailings for Appeals notifications and secretary's wages based on the potential for three Appeals in 2016.

Public Works/Roads: To be scheduled.

Solid Waste: New RFP for Hauler Contract should go out in mid-2016 for next year. The budget includes \$2,450.00 for the purchase of trash tags, and a net decrease of \$715.00 for hazard waste facility as now the Town is affiliated with GPCOG. AA/TA Glaeser estimates reimbursing residents for up to 10 units of waste on a first come first serve basis based on last year's experience.

Telecommunications Committee: AA/TA presented a budget with an overall decrease of \$2,050.00 which is reflected as follows: Secretarial a decrease of \$367.00 based on two meetings, a \$250.00 decrease in postage and supplies and \$3,000.00 decrease in lawyer fees as the re-franchise agreement has been completed. The Town received \$47,558.00, which includes a \$10,000.00 Grant for purchases.

Selectmen's Comments:

Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, January 26th 2016 at 6:00 p.m., and Tuesday, February 9th 2016 at the Town Office at 6:30 p.m.

Nomination Papers for two (2) Selectmen, three (3) Budget Committee Members and one (1) RSU#5 School Board Member are available at the Town Office.

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A. ss. 405(6)(A) – Personnel – Personnel Matters – Discussion of PIT at 7:30 p.m., preceded by a brief recess at 7:30 p.m. Selectman Blake Second. Motion Carried 5-0.

Respectfully submitted,

Jill Toher
Meetings Secretary

Chairman Wakeman Announced the Board came out of Executive Session at 7:40 p.m.

ACTION TAKEN: Chairman Wakeman Moves to accept the counter offer from the PIT candidate at 7:40 p.m. Selectman Libby Second. Motion Carried 5-0.

Adjournment: Selectman Libby Moves to Adjourn at 7:41 p.m. Selectman Blake Second. Motion Carried 5-0.

Respectfully submitted,

Ruth Glaeser, AA/TA