

**Town of Durham  
Board of Selectmen Meeting Minutes  
January 26<sup>th</sup> 2016**

**Call to Order:** Selectman Wakeman called the meeting to Order at 6:00 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.

**Executive Session:** **Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., Chapter #13, Section 405(6)(C) – Real Estate at 6:00 p.m. Selectman Libby Second. Motion Carried 5-0.

**Chairman Wakeman Announced** the Board came out of Executive Session at 6:08 p.m.

**ACTION TAKEN:** **Chairman Wakeman Moves** to enter into an agreement as discussed. Selectman Libby Second. Motion Carried 5-0.

**Chairman Wakeman Announced** a recess until 6:30 p.m.

**Chairman Wakeman Called** the regular meeting to Order at 6:30 p.m.

**Also Present:** AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Codes Official Paul Baines, Fire Chief/EMA Director William St. Michel, Secretary Jill Toher.

**Pledge of Allegiance:** Completed.

**Amendments to the Agenda:** None.

**Durham Residents Present:** Bob and Cathy Smith, Phyllis Brannon, Kenneth and Pearl Scribner, Sarah Hunter, Bruce and Susan Peel, George Brooktraub, Darren Blake, Kelsey Bromae, Gabby Tilton, Chris Tilton, Wesley Grover, Corinna Miller, Paula and John Peterson, Jeff Gervais, Keith Russell.

**Public Comments:** A group of Durham residents voiced their concerns regarding the poor and potentially unsafe condition of two of Durham's roads.

Phyllis Brannon referred to a Complain/Concern report she submitted regarding Plummer Mill and Brookside Roads. She wanted to know what criteria is used in determining how roads are selected for repair/replacement.

Chairman Wakeman stated the criteria includes the condition and priority of the road along with monies approved at Town Meeting for roads. Road Commissioner Baumier added that he confers with the Fire Chief as well. He stated that the roads connecting east/west are of higher importance.

George Brooktraub of Rangdale Road off of Runaround Pond Road stated in his opinion that Runaround Pond Road is dangerous and hazardous adding that it is one of the roads most heavily traveled. Residents are unable to take walks along the road due to scattered pavement chunks. The remainder of the residents concurred. Robert Smith a resident on Runaround Pond Road would like a list of roads intended to be done in order of importance. John Peterson of 382 Runaround Pond Road supports rebuilding the road with the remainder of the residents concurring.

Chairman Wakeman and the remainder of the Board strongly urged all residents to attend upcoming Budget meetings and voice their concerns regarding this issue.

**Consent Agenda:**

- a. Approval of Treasurer's Payables Warrant**
- b. Approval of Regular Selectmen's Meeting Minutes– January 12<sup>th</sup> 2016 - Tabled**
- c. Approval of Regular Selectmen's Meeting Minutes – January 19<sup>th</sup> 2016**
- d. Correspondence:**
  - 1. LACO Minutes**
  - 2. Durham AMVETS Applications for BYOB Permits – signed by Selectmen**

**Selectman Libby Moves** to Approve the Consent Agenda as presented. Selectman Stewart Second. Motion Carried 5-0.

**Action and Discussion Items:**

- a. Kenneth Scribner Recognition –** Chairman Wakeman presented Durham Fire and Rescue Member, Kenneth Scribner with an award for his 45 years of service to the Fire Department, and recognized that he was named Maine's Firefighter of the Year in 2015. Chairman Wakeman highlighted Ken Scribner's many achievements during this period prior to presenting him with his Award. An article featuring Ken Scribner is in the current issue of the Maine Townsman magazine.
- b. Discussion of Proposal on Archiving Vital Records –** Corinne Miller presented an overview of her proposal for Archiving the Town of Durham's Old Vital Records for the Board's consideration. The total amount for this project including labor and supplies is \$11,537.95. A general discussion followed, during which it was suggested that the project costs could be spread over a two to three year span, including logistics for using Town office equipment to help lower estimated costs. Adding a link to the Website was also suggested.

AA/TA Glaeser stated that according to State Statutes, the Town must preserve all records. It was decided to refer this project for discussion with the Budget Committee.

**c. Act on Dispatch Contract with Lisbon** – Chief St. Michel reviewed the proposed Agreement Between Lisbon and Durham for the upcoming year. He pointed out charge per capita was \$2.50 in 2015 and the new contract calls for a \$3.00 per capita rate based on the 2010 census on 3,848 residents, or \$11,544.00.

The group discussed the pros and cons pertaining to moving and expenses involved. The fire Chief recommends the Town stay with Lisbon. He offered to check costs charged by Brunswick, Lewiston/Auburn and the Sheriff's Department.

Chairman Wakeman requested that the Selectmen invite representatives to come and visit the Selectmen. The Town will request Lisbon extend the contract through March 31<sup>st</sup> with the option to continue the extension for the remainder of the contract. It was mutually agreed to Table this for one month.

**d. Budget Discussion – Deferred to end of meeting**

**Department/Committee Reports:**

**a. Fire Chief/EMA Director St. Michel** – reviewed his one page Selectmen's Report dated January 26<sup>th</sup> 2016, which is attached hereto and incorporated herein as Attachment #1, and made a part of these Minutes.

Chief St. Michel stated that Diana applied for a Forestry Grant for a light weight portable suction unit with a cost of \$1,595.00 which was Granted in a 50/50 split. A reply is due by March 15<sup>th</sup> 2016, with the purchase to be made by June 30<sup>th</sup> 2016.

AA/TA Glaeser stated that there is currently \$46.90 available in the Grant Match Account. This topic will be revisited in one month.

**b. Codes Official Baines** - reviewed his one page Code Official's Report dated January 26<sup>th</sup> 2016, which is attached hereto and incorporated herein as Attachment #2, and made a part of these Minutes.

The Codes Official advised he is working on the Privy Permit for Runaround Pond Park and requested the Board consider waiving the fee for the Town. He estimates site development cost will be about \$300.00.

Codes Official Baines stated he is authorized to do 80-K hearings in District Court, but needs to take and pass instruction before he can do 80-B hearings in Superior Court.

**c Town Administrator Glaeser** - No report.

**d. Road Commissioner Baumier** – reviewed his one page DPW Department Head Report dated January 25<sup>th</sup> 2016, which is attached hereto and incorporated herein as Attachment #3, and made a part of these Minutes. He also supplied the Board with an itemization of Sand/Salt Usage Report from November 1<sup>st</sup> 2015 through January 18<sup>th</sup> 2016.

After some discussion, it was the consensus of the Board to use monies in the fifteen (15) year Building Bond to cover the expense of replacing the roof. Road Commissioner Baumier stated that the area located over the small office does not need replacing.

The Road Commissioner will prepare two RFP's, one for regular asphalt shingles and the other for 30 year architectural shingles and submit draft proposals for the Board's review at the next Board meeting. Both proposals are to include six (6) feet of ice and water shield.

Next discussed was the need for paving the parking lot. Road Commissioner will get figures to Selectman Stewart for initial review.

**Selectmen's Comments:** Chairman Wakeman announced the following:

Regular Selectmen's meetings will be held on Tuesday, February 9<sup>th</sup> 2016 and Tuesday, February 23<sup>rd</sup> 2016 at the Town Office at 6:30 p.m.

There will be a Special Regular Selectmen's meeting on Tuesday, February 2<sup>nd</sup> 2016 beginning at 6:00 p.m., to discuss the Budget.

Chairman Wakeman also announced that 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 during regular business hours. The deadline for filing is February 16<sup>th</sup> 2016 by 4:30 p.m.

Chairman Wakeman announced a brief recess at 8:20 p.m. He reconvened the meeting at 8:25 p.m., to discuss the Fire Department Budget.

**BUDGET DISCUSSION:** Fire Chief/EMA Director St. Michel presented his initial budget request for review, beginning with an overview of the proposed Capital Plan.

He is requesting a Warrant Article be added to the 2016 Town Warrant to purchase a new engine package to replace Engine #22 purchased in 2004. A discussion followed regarding the need for the replacement as well as possible loan terms. The Fire Chief anticipates loan payments would not commence until 2017 with a six or seven year term.

Also included in the Capital Plan is a total of \$54,000.00 which includes \$40,000.00 for paving, \$9,000.00 for trim replacement and painting, \$2,000.00 for floor replacement and \$3,000.00 for security cameras.

Revenues applied to offset the Capital Plan costs include receipts from billing in the amount of \$62,159.43. A brief discussion followed.

Chief St. Michel stated call volume for 2015 was up and averaged one plus calls per day.

The Fire chief is requesting a two (2%) wage increase across the board for both full time and part time employees which includes a fifty-three pay period for the Fire Chief.

He suggested he would like to try a trial of moving costs for equipment maintenance into the labor line as most of the work is performed by department members.

He stated that his requests for electric and propane are the same as last year and increased building maintenance request by \$200.00. The amount for training remains the same at \$7,700.00 as he anticipates training updates as well as new recruits will require to begin training.

Due to the increased call volume which includes intercepts and billing fees in Transport Services, he anticipates an increase from \$4,700.00 expended last year to \$4,900.00.

Chief St. Michel is requesting \$4,000.00 for fuel which includes gasoline and diesel, a reduction from \$4,374.22 spent last year due to decreasing fuel prices.

Dues reflects an increase from \$3,391.69 spent last year to \$3,886.00 as a number of affiliations are by contract.

Chief's expenses and Fire Prevention requests remain the same. Personal Safety reflects an increase of \$3,565.71. He plans on replacing various pieces of turnout gear which is eleven years old and has become ineffective.

The Dispatch line has increased by \$2,317.28 primarily due to the increase in the Lisbon Contract from \$2.50 to \$3.00 per capita based on 2010 census figures. The Fire Chief's request for overall Supplies has been decreased \$149.99 from the \$4,724.99 actually spent last year. The Fire Chief's request for Workers' Compensation has increased by \$6,490.73 which reflects a claim in 2014 which needs three years before it is removed.

**Adjournment:** **Selectman Libby Moves** to Adjourn at 9:15 p.m. Selectman Blake Second. Motion Carried 5-0.

Respectfully submitted,

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Jill S. Toher,  
Meetings Secretary

Attachment #1: Selectmen's Report, one page, dated January 26<sup>th</sup> 2016 from Fire Chief/EMA Director William St. Michel.

Attachment #2: Codes Enforcement Report, one page, dated January 26<sup>th</sup> 2016 from Codes Official Paul Baines.

Attachment #3: Durham Public Works Department Head Report dated January 25<sup>th</sup> 2016, one page, from Road Commissioner Calvin Baumier.