

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
December 18, 2018**

Call to Order: Chairman Nadeau called the meeting to Order at 6:30 p.m.

Members present: Kevin Nadeau, Chairman; Mark Blake, Vice Chairman; Rob Pontau, Selectman; Todd Beaulieu, Selectman; and Richard George, Selectman (arrived at approx. 6:40 p.m.)

Quorum: Quorum met with four (5) members present

Also present: AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier; Fire Chief Joseph Moore

Pledge of Allegiance: Done

Amendments to Agenda: Chairman Kevin Nadeau informs the Board that item 5a (Junkyard Licenses) will be taken off the agenda and moved to a meeting on December 27 in order for letters from the Code Enforcement Officer to applicants to be revised.

Public comment: None

Action & Discussion Items:

b) NIMS Resolution: The NIMS Resolution is required by the Sagadahoc Emergency Management Agency and the Department of Homeland Security to keep Durham eligible for financial aid in the event of an emergency.

Chairman Nadeau Moves to adopt the NIMS Resolution as presented. Selectman Beaulieu Seconds. Motion passes 5-0.

c) Beano license for AMVETS:

Chairman Nadeau Moves to accept the AMVETS application for a Beano License as presented. Selectman Beaulieu Seconds. Motion passes 5-0.

d) Payroll RFP: TA/AA Glaeser proposes delaying the switch to a payroll service until April 1, 2019 and continue in-house payroll processing until that date. Chairman Nadeau leads discussion about whether a payroll service is necessary and whether it will save the Town Deputy Treasurer any time—is it worth the cost of approximately \$3,000? The Board decides to table the decision until January 2019 after input from the Town Deputy Treasurer.

e) ACO contract:

Chairman Nadeau Moves to approve and sign the Animal Control Officer contract with the Town of Lisbon as presented. Selectman Beaulieu Seconds. Motion passes 5-0.

f) Coastal Humane Society contract:

Chairman Nadeau Moves to approve and sign the contract with the Coastal Humane Society as presented. Selectmen Blake Seconds. Motion passes 5-0.

g) Discussion of timeline, process, forms for employee evaluations: The Board discusses the integration of employee evaluations and raises into the budget process. Chairman Nadeau proposes that evaluations should be done after Town Meeting in April, with raises becoming effective after the budget is approved. He suggests adding a warrant article for a wage pool to allocate for Town Employee raises. This would be part of the budget conversation with the Budget Committee in January 2019. TA/AA Glaeser will draft a high-level schedule of tasks and deadlines for the employee evaluation and raises process for the Board to review.

Departments/Committees:

a) Fire Chief: Fire Chief Joseph Moore presents his report (see Attached).

b) Road Commissioner: Road Commissioner Calvin Beaumier presents his report (see Attached).

c) Town Administrator: AA/TA Glaeser presents her report (see Attached).

AA/TA Glaeser raises a discussion around the Cedars investment, which has matured and earned approximately \$10,000. She wants to continue investing other Town funds including: the Scholarship Fund; the Cemetery Fund; the Unitarian Church Fund; and others.

Selectman Pontau Moves to authorize the Town Treasurer to continue investing Town funds into Cedars. Chairman Nadeau Seconds. Motion passes 5-0.

AA/TA Glaeser also initiates a discussion of meetings during the upcoming budget season. She suggests that all presentations be done by the end of January 2019, with the budget process completed by a target date of Friday, February 15 (drop-dead date Friday, February 22). She will put together a proposed meeting schedule for the Board to review.

Consent Agenda:

Chairman Nadeau Moves to accept the Consent Agenda. Selectman Beaulieu Seconds. Motion carries 5-0.

Selectmen's Comments:

Chairman Nadeau announced the following:

A non-agenda Special Meeting of the Board of Selectmen will be held on Thursday, December 27, for document signing and to approve junkyard permits. The next Regular Board of Selectmen meetings will be held on Tuesday, January 8, 2019, and Tuesday, January 27, 2019, at 6:30 p.m. at the Durham Town Office.

Chairman Nadeau Moves to move the meeting in to Executive Session Pursuant to 1 MRSA § 405 (6)(A) – Personnel –

Administration at 8:20 p.m. Selectmen Pontau Seconds. Motion carries 5-0.

Respectfully submitted,

Kathy Dion
Meetings Secretary