

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
February 12, 2019**

Call to Order: Kevin Nadeau calls the meeting to Order at 6:00 p.m.

Members present: Kevin Nadeau, Chairman; Mark Blake, Vice Chairman; Todd Beaulieu; Rob Pontau; and Richard George

Quorum: Quorum met with five (5) members present

Also present: AA/TA Ruth Glaeser; Road Commissioner Calvin Beaumier; Fire Chief Joseph Moore; Code Enforcement Officer Bob Forrest

Pledge of Allegiance: Done

Amendments to Agenda: Department reports from Calvin Beaumier and Joseph Moore are moved up because of the snow storm.

Public Hearing: Dangerous Building, Map 40, Lot 141

Kevin Nadeau Moves to not allow occupancy of the Dangerous Building, but to allow people inside to work during the day; the Board of Selectmen expects by their next regular meeting on February 26 a written statement from a licensed home inspector that states the building has been sufficiently secured to allow the south wall to be fixed; and to table the conclusion of the Public Hearing until the Board's next regular meeting on February 26. Rob Pontau Seconds. Motion Passes 4-1.

Public Comment: Comments from Heather Roy

Action/Discussion:

Durham Softball Association: Karen Green and David Stuart presented plans for the DSA to use Durham facilities to construct a second softball

field. The Board of Selectmen had no objections to the group moving forward with the next step of formalizing their plan.

Departments/Committees:

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

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

Action/Discussion (cont'd.):

The Board reviews the draft Town Warrant and Budget Committee recommendations.

Departments/Committees (cont'd.):

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

Kevin Nadeau Moves that the Town of Durham continue to offer the 457 Plan as a benefit for Town of Durham employees, and that Ruth Glaeser make employees aware of the option. Rob Pontau Seconds. Motion Passes 5-0.

Consent Agenda:

Mark Blake Moves to accept the Consent Agenda as presented with the preceding discussion re: Meeting Minutes. Rob Pontau Seconds. Motion carries 5-0.

Selectmen's Comments:

Kevin Nadeau announced the following:

The next Regular Board of Selectmen meeting will be held on Tuesday, February 26, at the Durham Town Office. Continuation of tonight's Public Hearing will begin at 6:00 p.m. that evening, with

the Board of Selectmen meeting immediately following. The Board of Selectmen will hold another regular meeting at 6:30 p.m. on Tuesday, March 12, at the Durham Town Office.

Kevin Nadeau Moves to go into Executive Session at 8:02 p.m. Rich George Seconds. Motion Passes 5-0 and the Board goes into Executive Session.

Respectfully submitted,

Kathy Dion
Meetings Secretary

Motion by Kevin Nadeau Moves to come out of Executive Session. Mark Blake Seconds. Motion Passes 5-0 and the Board comes out of Executive Session.

No action taken.

Kevin Nadeau Moves to adjourn at 8:35 p.m. Mark Blake Seconds. Motion Passes 5-0.

Respectfully submitted,

Ruth Glaeser
Town Administrator

Town Administrator Report 2/12/19

I have been out of commission since last Tuesday and I apologize for the lateness of this report and email.

Following the agenda:

- Public Hearing for a dangerous building.
- The Boosters will be here. Please note that the Budget Committee voted to recommend \$7,500 for the Parks and Recreation Budget. They reduced the amount for the Boosters from \$3,000 to \$1,500 putting it in line with what the Little League receives yearly. If that is what passes on Town floor, it is not feasible to take that amount out of any other part of the budget.
- I have enclosed a VERY rough draft of the warrant. Please be prepared to give input. A couple of notes:
 - The budget committee recommend \$0 for the Sheriff detail and \$0 for the contingency
 - I have included a warrant article after the contingency article that gives the Board authority to move funds from budget to budget in the event the contingency doesn't pass. If the contingency passes the article could be skipped or voted on.
 - I left the Public Works Capital Fund article on the warrant with \$0 recommendation from the Board and Committee. Please let me know if you want me to remove it.
 - The Budget Committee agreed with your recommendations for Public Works and Fire Operating. The Admin budget they reduced by \$1,000 and changed the funding to include \$17,028 from undesignated funds – last year's unspent amount – and \$11,900 from telecommunications.
- The office staff have been working hard on the annual report. The intention this year is to dedicate the report to a lady in Town who is 101. I will have more info on Tuesday. In memory will be for Barry Baldwin and Parker Morse. Any other thoughts should be brought forward at this time.
- Every year we ask for suggestions of people or organizations in Town for a Spirit of America award to be awarded at Town Meeting. We have one suggestion but would like to put the word out there in case there are any more.
- It is time for Durham to renew it's 457 Plan. This is a retirement plan in addition to the MEPERS. I just recently learned we have such a thing. As it stands, the Town allows employees to utilize this plan and withhold a certain amount of their salary. The Board can consider this as a tool for attracting and retaining qualified employees in the future. I request that the Board renew the Plan as a solely employee funded plan.
- The consent agenda contains a pole permit I have emailed to Calvin and a BYOB permit.
- I have left the dates on the minutes empty. Kathy is working at revising the minutes as was suggested by several members of the Board. She has concentrated on completely motion-based minutes for your meeting on the 31st. It would be a good time to have a discussion regarding how bare bones the Board would like their minutes to be.



Town of Durham

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**Road Commissioner
Calvin Beaumier
Cell Phone (207) 844-1774**

Durham Public Works Department Head Report 2-05-2019

- I have been working with Crooker on quantities and pricing for the anticipated 2.1-million-dollar road bond for 2019. I am meeting with Bob Mosely from Crooker tomorrow to drive those roads and go over the scope of work again. I am recommending to the Board that we try to get Crooker to simply extend their pricing from last year. They were significantly lower than any competitor and I believe that there is a good chance that Crooker would actually raise their pricing in a bid situation now that they know how much cheaper they were than their competitors. I also believe that it is quite likely that Crooker may be the only bidder this time around, since their competition knows that Crooker under bid them by hundreds of thousands of dollars last year.
- We finally have a fully staffed crew and that is working well for plowing purposes. We also have several on-call plow drivers that we use as needed.
- We have been busy treating and plowing roads. There has been a lot of freezing rain to contend with that has kept us here around the clock many nights and days.
- We have a new lap top computer for the mechanic. The old one did not have the minimum specs required to run the software programs needed to diagnose and monitor equipment performance. We are also working on an Excel spreadsheet to track and schedule all of the equipment repairs and maintenance, prior to now, this has been done with paper and pencil on a daily basis.

- We will be weight posting roads sometime this month. I will be having that discussion with the surrounding towns in the next week. We like to try and coordinate this effort between the towns so that trucks don't get trapped in route to their destinations. We are putting up Frost Heave signs starting tomorrow.



DURHAM FIRE & RESCUE
Chief's Report on Department
Durham Select Board
02/12/19

General Overview:

- The department is currently functioning well with many discussions and projects underway.

Departmental Changes/Major Projects:

- Budget Reorganization and Presentation preparation for Town Meeting
 - Cuts being evaluated after Selectboard and Budget Committee recommendations

Community Outreach/Education:

- Revamping Website and Community Education Information
- Established PIO Position within the department

Apparatus condition:

Fire Apparatus:

- All in service with one issue regarding bumper line of Truck 24
- Delivery of new Engine 22 slated for end of May (possibly sooner)

Ambulance:

- In Service with no issues
- New Rescue 25 slated for delivery end of May

Respectfully Submitted,

Joseph C. Moore
Chief of Department