

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
May 14, 2019**

1. Call to Order: Chairman Nadeau called the meeting to Order at 6:31 p.m.

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

Quorum: Quorum met with five (5) members present

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

2. Pledge of Allegiance: Done

3. Amendments to Agenda: Kevin Nadeau made the following amendments to the agenda:

5a) Removed

5e) Moved up to follow item 5b

5g) Added County Budget Committee

5h) Added Union Church discussion

4. Public Comment: None

5. Action/Discussion:

a) Bob Forrest, CEO – not present

b) Durham Baseball

Richard George Moves to approve the concept of the Durham Baseball design layout as presented. Marc Farrin Seconds. Motion Carries 5-0.

Richard George Moves to waive the Conditional Use Permit review fee for Durham Baseball. Rob Pontau Seconds. Motion Carries 5-0.

e) Town Leases (softball and baseball)

Kevin Nadeau Moves to assign the contract to the Durham Softball Association. Todd Bealieu Seconds. Motion Carries 5-0.

d) Conservation Commission

Kevin Nadeau Moves to officially establish the Durham Conservation Commission. Rich George Seconds. Motion Carries 5-0.

6. Departments/Committees:

- a) Fire Chief Joseph Moore presents his report (see attached)
- b) Road Commissioner Calvin Beaumier presents his report (see attached)

Action/Discussion (continued):

h) Union Church

Kevin Nadeau Moves to award the contract for excavating work at the Union Church to Copp Excavating. Rich George Seconds. Motion Carries 5-0.

f) Abatement Forgiveness Request

Kevin Nadeau Moves to waive \$330.44 in personal property taxes to #53, Gary Greco. Rich George Seconds. Motion carries 5-0.

7. Consent Agenda:

Rob Pontau Moves to accept the Consent Agenda as presented. Rich George Seconds. Motion Carries 5-0.

Departments/Committees (continued):

c) TA/AA Ruth Glaeser presents her report (see attached)

Rob Pontau Moves to authorize Ruth Glaeser to sign the quote for the upgrade to the SQL for Harris Local Government for \$2,649.95. Rich George Seconds. Motion Carries 4-0 (Rich George left the room during the vote).

Rob Pontau Moves to allow Ruth Glaeser to dispose of Town assets with no monetary value at her discretion. Rich George Seconds. Motion Carries 5-0.

Kevin Nadeau Moves to allow three trees on Durham property to be cut down by Bob Wallace. Rob Pontau Seconds. Motion Carries 5-0.

Ruth Glaeser will check on liability with Town Attorney and bring the issue back to the Board if there is a problem.

Kevin Nadeau Motions to accept the Town Meeting minutes as presented. Rob Pontau Seconds. Motion Carries 5-0.

8. Selectmen's Comments:

Kevin Nadeau announced the following:

The next Regular Board of Selectmen meetings will be held on Tuesday, May 28, and Tuesday, June 11, at 6:30 p.m. at the Durham Town Office.

Rob Pontau Moves to Adjourn. Kevin Nadeau Seconds. Motion Carries 5-0.

Respectfully submitted,

Kathy Dion
Meetings Secretary



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

05/14/19

General Overview:

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

Departmental Changes/Major Projects:

- Preparing for Training Building with Live Fire Evolutions over the next month
- New Members (Per Diem and Full Department Membership)
- Members Advancing in EMS Licensure
- Station Groundwork, Facilities Upgrading and Modular Usage

Apparatus:

- New Rescue 25 In Service as of May 2nd
- New Engine 22 nearing completion (Attached Document)
- Truck 24 Update
- Fire Apparatus Fleet Evaluation Examples (See Previous Documents)

Respectfully Submitted,

Joseph C. Moore

Chief of Department



Town of Durham

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

Durham Public Works Department Head Report 4-23-2019

- Continued work with Crooker on the 2019 maintenance and bond paving projects. Crooker is still negotiating their work load/scheduling in-house between departments. They are supposed to be having a Project Manager's meeting today to sort out the work load and get project dates.
- Ongoing discussions with Maine DOT and engineer regarding the Meadow Road and Pinkham Brook Road project. MDOT will not have poles moved and be ready for construction until August so Crooker is preparing to do the section between QMH Road and Swamp Road first.
- Engineer has completed contract docs for 2019 road bond. We met with Crooker and gave them the docs to review and sign. Still waiting on a date with them for signing. Total anticipated cost of \$2,077,465.10. This is using the cost of living increase and updated liquid asphalt prices. This number will be fluid, as it was last year, as I adjust the work going along to come in at or under budget.
- Crooker completed the surface paving on Country lane. They will come back to transition pave the driveways as soon as they get an opening.
- I have marked out the pavement needing to be repaired that was base paved as part of last year's bond project. These are areas that cracked or have end of load segregation. They are planning to mill those areas out and repave them as soon as they get their schedule determined.
- Crew has continued working on spring cleanup of parks and public buildings.
- We took down the trees along Old Brunswick Road by the farm between Ross Rod and QMH Roads so that we can put a ditch in. We will need two or three days to finish that up. Last year we raised

the road elevation through this section and hoped that this would run the water off through the wooded tree line; however, with the snow banks in place it proved to not effectively allow the storm water to make its way off the shoulder. This has led to shoulder erosion on a couple of occasions.

- We have been plagued by beavers on the Rabbit Road pond. We have been cleaning out the grates every morning. We contacted a licensed abatement person and Maine IF&W to determine a solution. We have been given a price of \$190.00 to trap and relocate them. We are awaiting final paperwork from contractor.
- We received the report from the MDOL regarding our inspection that I requested to determine Silica, hearing conservation, and blood borne pathogens and it is determined that we do not need a silica program for sweeping but will need a hearing conservation and blood borne pathogen policy. We are working with the department for a completion and implementation of those programs by June 19th 2019.
- Crew will be spending the remainder of the week getting the facility ready for Bulky Waste Day this upcoming Saturday.
- I have negotiated with Pownal to grade our gravel roads starting this Wednesday.

Town Administrator Report

May 14, 2019

Shannon needs the Board to sign the RSU5 Budget Validation.

Enclosed is a note from Gary Greco (it is cut off in the scan but I think you can read enough). Gary was being assessed personal property taxes on a tractor. He claims, though he has no proof, that he got rid of the tractor in 2010. Every year Donna sends out personal property declarations. It is the responsibility of the tax payer to declare all personal property and remove personal property which they no longer own. Donna continued to assess the tractor because Gary did not return the declaration saying he had sold the property. Gary says in the letter that he didn't return the declaration because he was in jail. Donna can't abate the taxes. The Board can vote to forgive the taxes. I have enclosed a printout of outstanding personal property. There are several mechanisms to collect personal property: you can put a lien on the property itself and possibly take possession and sell it or you can take the owner to small claims court. Our outstanding personal property has traditionally not been significant enough to expend the resources. We do send out letters requesting back taxes from time to time.

I have contacted TRIO to schedule our upgrade to SQL. Before it is scheduled, they need me to sign and return the quote which is for \$2,649.95. The amount is what was expected. I need authorization to sign the quote. We will schedule the install in September.

The petition for a Town vote regarding the NECEC has been handed in to Shannon. The petition will likely have the requisite number of signatures after validation. I have included in my email the portion of MMAs Town Meeting and Elections Manual which outlines what is/is not required by the Board and a front/back copy of one petition. There were oaths taken by twelve circulators: Aleasha St Pierre, Susan Merrill, Shannon Emerson, Shannon Hudson, Chelsea Washburn, Heather Emerson-Mains, Randi Heald, Carrie Bowen, Sandra Hilton, Michelle Harrison, Mikala Blu and Rebecca Lizotte.

The Conservation Commission met on May 9th. They are recommending that they be a commission and not a committee and a member will be present to answer questions regarding their recommendation. I have printed oaths for the 7 members and will need a motion to appoint these seven people to the commission: Steve Sinisi, Juliet Caplinger, Roberta Berzinsi, Alex Finamore, Zach Labbay, Catherine Oldham-Creamer and Samantha Cuccaco. Their first project is to clean out the flower beds in front of the River Park Building and plant a native pollinator's garden.

We are moving ahead with a \$1m BAN (bond anticipation note) which will cover expenses associated with both the ambulance and road bonds. We will close in June. The BAN will be refinanced through the Municipal Bond Bank in the fall. Based on the bids I received, using the BAN/MMBB option will save the Town up to \$38,000 over the life of the bond dependent on the final interest rate in the fall and how long/how much we borrow on the BAN.

I attended a meeting of the Cumberland County Managers. Kate Dufour from MMA attended the meeting to talk about legislation which will affect municipalities. It is turning out to be quite a session. A few updates:

- Revenue sharing at this time looks to definitely be funded next year at the 2.5% rate. MMA is hopeful that the rate may go up to 3 or 3.5% but it is very unlikely it will be funded at the full 5% rate. There is a bill that was introduced to make the funding retroactive to January 2019.
- It looks like the Homestead Exemption will possibly increase to \$25,000 a year and be fully funded by the State.
- There is a bill for a Disabled Veteran's Exemption that mirrors the % disability. If a veteran is 50% disabled they receive \$50,000 off their valuation and if 100% they get \$100,000 off their valuation. This too is to be fully funded by the State and will not take effect until April 1 of 2020.
- There is talk of an elderly property tax deferral program. If residents qualify, the State would pay the municipality the tax amount and then place a non-foreclosing lien on the property. The State would recoup the funds upon sale of the property.
- Discussion of a possible 1% local option tax on lodging and meals. 75% of the 1% would go to the municipality and 25% of the 1% would go to a fund to help rural communities.
- There is talk of a bill to return 10%-25% (probably no more than 10%) of marijuana taxes to communities that opt in to marijuana facilities.

In 2017, the Town switched website providers and went about trying to make the website a little more user friendly. Unfortunately, we were challenged staff wise and much of the change turned into an exercise in cut/paste. Kathy, Tammy and I have been discussing updating the site since last year and have agreed on a schedule for the update. Enclosed is a mock up of the landing page. The first page shows our website as it exists and the second page shows the mock up. The next step is to work at updating Public Works, Fire and Administration Sections.

There are several employees who have requested we add the option of vision insurance. I request the Board add vision insurance to the benefits package at the employee's cost. The Health Trust requires the Board determine what types of insurance are available to the employees. As of right now employees are able to participate in health, dental, life and IPP insurance.

This coming week, I will be cleaning out the modular in anticipation of bulky waste. My intention is to get rid of as much as possible during bulky waste.