

**Town of Durham  
Board of Selectmen  
Budget Workshop Minutes  
(DPW and Administration, continued)  
February 2<sup>nd</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 excused.

**Quorum:** Chairman Wakeman announced a Quorum had been met with four (4) members present.

**Also Present:** AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Secretary Jill Toher.

**Residents Present:** Cori Holt, George Booktraub, Jeffrey Gervais, Paula and John Peterson, Robert Smith, Darrell Costigan

**Public Comments:** None.

**DPW Budget Discussion:** Road Commissioner Baumier prepared a proposed auxiliary budget which provides further budget line break downs including explanatory notes. He also provided a separate written narrative further clarifying proposed changes to proposed budget lines.

The Road Commissioner stated that Personnel, Support and Benefits lines have been increased by a two (2%) increase and that four hours for Janitorial services have been added. Actual allocations will be decided after the Budget is approved at the 2016 Town Meeting.

He next reviewed the following budget line requests individually.

**GENERAL ROADS:**

**Professional Services** – includes a request for a \$25,000.00 increase for engineering and survey work pertaining to repairing/rebuilding roads.

**Fuel Account (Gasoline and Oil)** – the request of \$60,000.00 was deemed high due to the falling prices of both products. After discussion, it was decided to decrease this request by \$9,000.00 changing the amount requested to \$51,000.00.

**Equipment Maintenance** – the request of \$41,500.00 includes the purchase of Freightliner diagnostic tools. The total requested is \$6,500.00 less than last year.

**Rental Equipment** – reflects an overall deduction of \$2,000.00. It includes anticipated rentals such as a bulldozer, rollers, etc.

**Utilities: Electricity/Heat** – The proposed amount, \$18,310.00, was calculated using actual figures from last year. The Road Commissioner offered to check into communication bundles offered from Comcast and Fairpoint to determine whether monies can be saved by combining phone, internet and TV. He will report back on his findings.

**Facility Maintenance** – A lengthy discussion ensued regarding the request to replace the rolling back garage door where the salt/sand is stored. The Road Commissioner estimated the replacement would cost between \$5,000.00 to \$8,000.00. During the discussion, it was determined that the door is only activated once or twice per year and it was mutually agreed that although the wood jams are rotting, the replacement/repair will be deferred until next year.

**Dumpster Service** – The Road Commissioner is requesting zero dollars reflecting a decrease of \$885.00 from last year.

**Signs** - The amount requested, \$1,500.00 reflects an increase of \$500.00 based on an estimated replacement of twenty signs.

**Minor Equipment** - the amount requested. \$4,000.00 remains the same based on last year's experience.

**Administrative Supplies** – The amount requested, \$2,830.00 reflects a decrease of \$170.00, based on last year's experience.

**Uniforms** - the request of \$3,500.00 remains the same as last year.

**Training/Professional Development** – The \$1,500.00 requested represents a \$500.00 increase as all the training scheduled was not accomplished last year.

**Safety Equipment** – The amount requested, \$2,000.00 represents a \$1,000.00 decrease as the majority of this type of equipment was purchased last year and remains in good condition.

### **MATERIALS/REPAIRS:**

**Operational Supplies (Material)** – The Road Commissioner requested \$47,825.00. After a lengthy discussion, it was agreed to decrease the requested amount to \$45,325.00 by adjusting the amount of requested gravel purchased by 800 yards and changing the gravel size to 1.5 inches.

**Paving and Surface Treatments** – the requests remain the same as last year.

**Erosion Control** – the amount requested, \$2,500.00, reflects a fifty (50%) cut from last year.

**Tree Cutting** – After some discussion, it was agreed to decrease the amount requested, \$6,000.00, to \$4,000.00.

### **WINTER ROADS:**

**Sand-Salt-Liquid De-icers-Plow Blades-Winter Equipment Maintenance - Road**  
Commissioner Baumier stated the amounts requested for each line are contingent on the severity of next winter. He also stated pre-treating roads with liquid de-icers (brine) saves money. His request for winter equipment maintenance, \$12,000.00, remains the same as last year.

**Weather Technology – Weather Meteorology** – The Road Commissioner stated the amounts requested combined, \$1,495.00, reflects a \$500.00 decrease from last year and is allocated for emergency replacements only.

### **CAPITAL ACCOUNT – ROADS and EQUIPMENT BUDGETS -**

**Roads** – An extremely lengthy discussion ensued regarding semantics regarding road repair/replacements and the most cost effective way to approach Runaround Pond Road. The Road Commissioner suggested that preparation be done “in house” with the help of Pownal's crew. He estimated it would take about seven weeks or 1,200 hours costing \$24,000.00 plus workers' compensation costs. He stated that cement injection or liquid asphalt injections, relatively new technologies, may be alternatives to rebuilding the entire road. Costs for these new technologies range between \$5.50 to \$10.00 per foot.

A suggestion was made to split the Runaround Pond Road into two sections: Route #9 to the bridge for an estimate of \$176,854.00, then the following year start from the bridge and end at the Pownal line for an estimate of \$90,000.00.

Other roads completing the east/west corridor, also include Rabbit Road which is about 8,000 feet long, Davis Road, Quaker Meetinghouse Road and portions of the Bowie Hill Road. Chairman Wakeman suggested grouping roads together and investigating bonding. A hypothetical would be to look for a \$5,000,000 draw down bond.

AA/TA Glaeser will look into various bond rates, amounts and terms and will report back at next Tuesday's meeting.

The Selectmen requested the Road Commissioner supply figures (in-house vs. Crooker) for the various options discussed tonight for next Tuesday/s meeting.

The budget request for miscellaneous paving projects remains at \$225,000.00.

The Road Commissioner proposed adding a separate Warrant Article to purchase a plow truck with monies to be taken from the available balance in the DPW Capital Fund Account.

### **Administration Budget Discussion:**

**Personnel and Support Benefits:** Following a brief discussion, it was decided to recommend the two (2%) percent raise pool, then decide individual raises after Town Meeting vote in Executive Session.

**Codes:** AA/TA Glaeser stated she will be re-working the wage figures for Codes as she needs to make edits for three months not figures in in last year's raise.

**Full Time Employee Insurance Benefits:** A lengthy conversation followed regarding the various insurance options including offering an HRA. It was pointed out, that an HRA needs to have a third party to administer, which will add additional costs. Chairman Wakeman estimated going to an HRA plan will save approximately \$4,469.25, but it was his recommendation that the Board endorse the 200 plan as it offers the best benefits and costs for the Employer and Employees alike. The remainder of the Board concurred.

**Comprehensive Plan:** Much discussion revolved around forming a Comprehensive Plan Committee to work with the Codes Official to begin revamping the current Comprehensive Plan which is about thirteen years old. State Statutes mandate a new Comprehensive Plan be addressed every ten years. Costs estimated are approximately \$20,000.00 to complete.

AA/TA Glaeser stated the State will help by putting together a package which will help the Committee.

**RSU#5 Withdrawal:** During the discussion, it was estimated that initial costs to start the withdrawal would be \$50,000.00. The Board had a number of questions and requested that AA/TA Glaeser investigate and provide answers to the following: 1) What is required for a vote to withdraw from RSU#5; 2) What are the total costs to operate the Durham Community School including labor and all Bond Payments; 3) What is the total enrollment at the Durham Community School, broken down by which towns have students attending; and 4) How many Durham students are enrolled at the Freeport High School. AA/TA Glaeser will report back at the February 8<sup>th</sup> 2016 meeting.

**Parks and Recreation:** Following a short discussion regarding potential costs to rehab War Memorial Park, including the continuing Boy Scouts project, Chairman Wakeman stated he

will contact Joe Donovanick for more concrete information regarding anticipated Boy Scout participation including installing an additional flag pole(s). The Codes Official advised that in order to repair/rehab the Gazebo, he estimated the cost to be somewhere between \$3,000.00 to \$5,000.00.

Chairman Wakeman requested that AA/TA Glaeser prepare a Budget itemization of which potential costs would come out of Designated Funds, including the difference or balance to be raised.

**Selectmen's Comments:** Chairman Wakeman announced the next Budget Workshop will be held on Monday, February 8<sup>th</sup> 2016 to discuss the Fire Department's Budget at the Town Office beginning at 6:00 p.m.

**Adjournment:** **Vice Chairman Hall Moves** to Adjourn at 8:35 p.m. Selectman Stewart Second. Motion Carried 4-0.

Respectfully submitted,

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Jill S. Toher  
Meetings Secretary