

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
October 22, 2019**

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

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

Quorum: Quorum met with five (5) members present

2. Pledge of Allegiance: Done

3. Amendments to Agenda:

None

4. Public Comment:

None

5. Action/Discussion:

a) Junkyards – CEO Bob Forrest updates the Board on junkyards. He asks for approval of permits for Dennison and Emerson.

Kevin Nadeau Moves to approve permits for Dennison and Emerson. Todd Beaulieu Seconds. Motion Carries 5-0.

d) Fee waiver for dangerous building - CEO Bob Forrest updates the Board on the previously discussed dangerous building.

Kevin Nadeau Moves to waive the \$50 permit fee for the construction on the dangerous building. Todd Beaulieu Seconds. Motion Carries 5-0.

b) Capital Improvement Plan – TA/AA Ruth Glaeser presented information to the Board on applications to the Capital Improvement Policy Committee.

The next steps in the process is for the CIP Committee to go over all of the applications and score them.

No action taken.

c) Undesignated Fund Balance Policy – Discussion, no action taken.

e) Motor Vehicle Agent Fee Change

Rob Pontau Moves to approve the Motor Vehicle Agent Fee Change as passed by recent Legislative actions, effective the date the Legislation was effective. Rich George Seconds. Motion Carries 5-0.

6. Departments/Committees:

Road Commissioner Calvin Beaumier was not present for his report (see attached).

Fire Chief Joseph Moore was not present for his report (see attached).

Town Administrator Ruth Glaeser presents her report (see attached).

Kevin Nadeau Moves to start the process of filling the soon-to-be-opened Town Clerk position due to retirement, and start advertising for the position. Todd Beaulieu Seconds. Motion Carries 5-0.

Rich George Moves to adopt the Common Areas Policy as written by Assessor's Agent Donna M. Hays. Kevin Nadeau Seconds. Motion Carries 5-0.

Kevin Nadeau Moves to authorize TA/AA Ruth Glaeser to sign the PSAP contract for 2020. Rob Pontau Seconds. Motion Carries 5-0.

7. Consent Agenda:

a) Approve Treasurer's Payables Warrant

b) Approve Minutes from October 8, 2019

c) Correspondence: Stipulation of Dismissal/Comcast

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

8. Selectmen's Comments:

Kevin Nadeau informs the Board that a representative from the Maine Department of Transportation will attend the Board of Selectmen meeting on Tuesday, November 12, to discuss the previously-discussed asphalt pile and PUG mill.

Kevin Nadeau announces that the next regular Board of Selectmen meetings will be held at 6:30 p.m. in the Durham Town Offices on: Tuesday, November 5, to approve the Warrant for the Special Town Meeting; and on Tuesday, November 12. A joint workshop between the Board of Selectmen and the Planning Board is set for Tuesday, October 29, to discuss the updated Land Use Ordinance, followed by a Special Town Meeting on the LUO on Monday, December 9.

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

Respectfully submitted,

Kathy Dion
Meetings Secretary



Town of Durham

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**Road Commissioner
Calvin Beaumier
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Durham Public Works Department Head Report 10-22-2019

- Crooker has base- paved Brickyard Hill Road. We had to box-cut an additional 200 feet due to poor sub-base materials. We also decided to add curb to channel the water to the stone-lined ditches. Crooker continues working on slopes and shoulder work with a plan to put on the finish paving this week.
- Crooker base- paved Leighton Road last week.
- Crooker finished ditching and changing cross-pipes on Grant Road last week.
- Crooker has placed most of the shoulders on Collins and Steig. They are planning to do the same on Quaker Ridge and Colonial later this week.
- Crooker is planning to reclaim Bowie Hill Road this Thursday.
- Public Works has started hauling winter sand today and will finish tomorrow.
- Public Works crews continue ditching and changing cross culverts on Beechwood Lane.
- Public Works crews finished ditching and changing cross culverts on Pine Knoll this week.
- We have a severe blockage on the Rabbit Road culvert due to a Beaver dam. This is in a new location by the big field where we haven't had issues before. We are going to be working on that obstruction tomorrow afternoon or Thursday.



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

10/22/19

General Overview:

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

Departmental Changes/Major Projects:

- Open House/Fire Prevention Week activities successfully concluded
- Large Increase in calls
- Continued work on 2020 budget and CIP needs
- Planning/Evaluations for Well/Septic Upgrade
- Fire Station Drainage/Flooding issues

Apparatus:

- N/A

Discussion Topics:

- Retired apparatus disposition - Update
- Billing for Fire Department on Responses - Continued

Respectfully Submitted,

Joseph C. Moore

Chief of Department

Town Administrator Report

October 22, 2019

The office has transitioned from TRIO access to TRIO sequel. The transition went smoothly. There is little change with the exception of a central parties system which will take some time for us to learn.

Foreclosure on the 2017 taxes will be November 8th. I have enclosed a list of the 8 properties which are on the list as of October 18th. There is no reason to waive foreclosure on any of these properties. Most of them will be probably be redeemed. I have enclosed the property cards with the agenda email.

Timeline for clerk. I propose that the town advertise for a new clerk beginning in December to have a new hire by the end of January at the latest. This will allow the new employee to train on counter transactions and other responsibilities before Shannon retires after Town Meeting. Who does the Board wish to be involved in the hiring process?

Agenda Items:

I am enclosing a draft Undesignated Fund Balance Policy along with a ten year history. GFOA best practices suggest that "...at a minimum ... maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." Operating on a calendar year with the bulk of our money being collected in July and August, Durham should maintain roughly five months of our budgeted expenditures for the year.

Last legislative session a law was passed giving municipalities the right to charge an increased agent fee for motor vehicle registrations. The fee went from \$3 per reregistration to \$5, from \$4 per new registration to \$6 and from 2\$ per duplicate to \$5. Last year we collected \$14,360. This could mean an additional \$9,500 in revenue. The Board needs to make a motion to adopt these fees. A suggestion from another Town is to include the words "within limits shown in legislative actions" and not specify the dollar amount increase. A motion might be "to adopt the increased agent fees for motor vehicles within limits as outlined in recent legislative actions."

You should be receiving applications from Calvin and Chief for this year's requests. Per the policy, the Board looks at the applications prior to the CIP Committee. I have enclosed information which I have already passed on to the CIP Committee.