

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
February 9<sup>th</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 Joshua Libby. Selectmen Michael Stewart 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, Fire Chief/EMA Director William St. Michel. Codes Official Paul Baines and Secretary Jill Toher excused.

**Residents Present:**

**Public Comments:** None.

**Consent Agenda:**

- a. Approval of Treasurer's Payables Warrant
- b. Approval of Selectmen's Meeting Minutes – January 26<sup>th</sup> 2016
- c. Approval of Selectmen's Budget Workshop Minutes – February 1<sup>st</sup> 2016
- d. Approval of Selectmen's Budget Workshop Minutes – February 2<sup>nd</sup> 2016
- e. Application of BYOB Permit at Amvets Post #13 – Hervin McKay (Approved)
- f. Correspondence
- g. Application for BYOB Permit at Amvets Post #13 – Gina Keith (Approved)

**Selectman Libby Moves** to accept the Consent Agenda as presented. Selectman Blake Second. Motion Carried 4-0

**Action and Discussion Items:**

a. **Tri-Town Track and Field Project** – Lisa Bowen and John Patterson provided a brief overview including areal views of the three fields at RSU#5. Mr. Patterson stated that these fields are in very bad condition due to over use by the various teams. The proposal is to install a track where the field is located behind the high school and move the baseball/softball fields. The track and turf project cost is an estimated cost of 3.2 million and dollars. A handout was provided itemizing these expenses. Mr. Patterson met with the high school principal who requested building a track and fields. This project will be a privately funded project. Mr. Patterson presented a written study for the Board's review, adding that Freeport High is the only school that does not have a viable track. Ms. Bowen reviewed the funding donations to date. They are investigating additional types of funding, including grants. Commitments to date equal 1.2 million dollars.

They are proposing re-purposing the \$600,000.00 already allocated to the high school renovation to the project. The plan is to request an additional \$200,000.00 which will be voted upon via referendum. Mr. Patterson stated this would not have an additional tax impact as the bond was already voted upon. Vice Chairman Hall questioned this aspect. A lengthy general discussion followed.

A video presentation depicting the condition of the fields followed, which has also been placed on the Town Website.

**b. Discussion of Disposal Site for Rabid Animals - AA/TA Glaeser** presented the Board with an information packet provided by the ACO for the Board to review regarding rabid animals. In the packet law states that neither the ACO nor the DPW should be dealing with wild rabid animals and suggested a policy should be put into place by the Town in accordance with State Statutes, including various ways of approved disposal including notifying the Maine Warden's Service. A discussion followed. Vice Chairman Hall suggested tabling this topic until after the budget is set.

**c. Discussion of Public Hearing for RSU#5 Withdrawal Vote - AA/TA** supplied a calendar so the Board could set Public Hearing Dates. The Board selected Tuesday, March 15<sup>th</sup> 2016 at 7:00 p.m., be the first choice, with an alternate date of Tuesday, March 22<sup>nd</sup> 2016. AA/TA Glaeser will check with the DCS for availability and report back.. Steps required for the Public Hearing was discussed at some length, including if the vote was favorable, the Town would have to initially commit a minimum of \$50,000.00 to move forward with the process.

**d. Budget Discussion – Deferred to end of meeting.**

**Departments/Committees:**

**a. Fire Chief - St. Michel** reviewed his two page Selectperson's report, hereinafter referred to as Attachment #1, which is attached hereto and incorporated herein and made a part of these Minutes.

The group discussed the semantics of obtaining burn permits on-line via the Warden's Report. The Fire Chief stated that in-house costs for issuing walk-in burn permits cost the Town about \$2,000.00 annually for staffing. On-line permits via the Warden's Report only costs the Town \$75.00 annually and a link is easily accessed through the Town's Website. A general discussion regarding a starting date, additional advertising starting immediately, as well as making certain the information is included in the 2016 Town Report followed. Residents will need to show proof that they obtained a burn permit by printing it out or via their computer or show it on their mobile device. Currently any walk-ins are being encouraged to use the Warden's Report to obtain a free burn permit. Advertising will start immediately.

Chief St. Michel advised he is still in the process of working out the issues with Lisbon. Chairman Wakeman advised that Lisbon will allow a three month extension at the new rates.

**Vice Chairman Hall Moves** that as of May 1<sup>st</sup> 2016, walk-in permits will not be available at the Fire Station. Burn permits will be issued on-line free of charge via the Warden's Report. Selectman Libby Second. Motion Carried 4-0.

**Chairman Wakeman Moves** to accept the Forestry Grant for a lightweight portable pump and suction. Selectman Blake Second. Motion Carried 4-0.

Chairman Wakeman inquired whether the personnel line in the budget could be shaved by \$1,000.00. Chief St. Michel stated that looking at the current figures, he advises against it.

**b. Code Enforcement** - none, excused.

**c. Town Administrator** – none.

**d. Road Commissioner** – none.

**ACTION AND DISCUSSION – BUDGET: DPW continued and complete remaining**

**Departments:** Road Commissioner gave an update to his original presentation. He stated he measured each road, and recommends Option #1 be considered by the Selectmen. He is currently waiting for firm figures from Crooker.

Runaround Pond Road to the bridge would cost approximately \$700,000.00. Total project from Rabbit Road at the intersection with Route #136 to the bridge on Runaround Pond Road would cost approximately \$1,066,398.00. The entire corridor is just about four miles and it was the consensus of the Board to go with this option which would include the DPW doing the ditching. The group continued the discussion regarding bonding options. Vice Chairman suggested including an Article for \$1.1 million dollars to complete the project over a two year period, which includes a \$33,000.00 to \$34,000.00 buffer based on current pricing. The Road Commissioner stated that Crooker will honor their previous contract price and will lower in accordance with actual costs of liquid asphalt.

Chairman Wakeman continued the discussion relating to potential Bonding terms. It was the general consensus to bond for no longer then ten years. AA/TA Glaeser will find out what the MMA recommends for a bonding term.

The Road Commissioner calculated that there are currently 52.62 roadway miles in Town plus another half mile from Swamp to Route #125.

Also discussed was how to best set aside funds in the Capital Budget for the replacement of a DPW truck. Chairman Wakeman suggested adding \$100,000.00 to the \$100,000.00 already in the Capital Budget towards the purchase the new truck.

**Administration:** A general discussion ensued as to whether to support adding a full-time position for Codes Enforcement. Chairman Wakeman reviewed the pros and cons. He advocated deleting the 2% raise as the benefits would more than make up for a 2% increase. AA/TA stated \$37,180.00 including benefits would be the figure for 2016 with 39 weeks of full time. The discussion as to best allocate the proposed hours followed. The Codes Official suggested working several hours on Wednesday in order to accomplish necessary back office work associated he does, without interruptions, with Boards and Commissions.

Chairman Wakeman suggested deleting the 2% raise pool from each employee line and leave it as a separate line at the bottom to be allocated by the Board after Town Meeting.

Next discussed was the Meetings Secretary's request to be included in the Administration and Planning/Appeals Board 2% raise pool. Reference was made to her request letter dated January 31<sup>st</sup> 2016. AA/TA will make the adjustment for Codes and Meetings Secretary as discussed.

The Board reviewed the following Budget Requests and made no additional changes: Assessor, ACO, Cemetery, Conservation, Donations, Eureka and Eureka Capital Projects, Fire Department/EMA and General Assistance.

**Parks and Recreation:** A lengthy discussion ensued regarding the Durham Athletic Booster Club's request of \$7,500.00 to rebuild and rehabilitate the Town's softball field, a one-time request. Chairman Wakeman suggested the Board consider allocating one-half, \$3,750.00, of the total amount requested by separating the work needed into two requests. Chairman Wakeman stated another concern is the pending repairs of the Gazebo and related expenses at War Memorial Park, which is an estimated \$3,000.00 to \$5,000.00. Chairman Wakeman suggested working with the Boy Scouts regarding the installation of an additional flag pole. Vice Chairman stated the Outing Club's request of \$700.00, is only for Durham students. Selectman Blake stated he is concerned about the tax increase and the Selectmen's duty to do what is in the best interests for the Town's residents.

The Board concurred on recommending the following: Outing Club – no recommendation; Durham Athletic Booster Club - \$4,450.00; Cal Ripkin Youth Baseball - \$1,500.00; and, Tri-Town Penguins - \$1,100.00.

The Board is suggesting allocating \$10,320.00 out of \$60,505.00 Recreation Fund balance, and take \$2,400.00 out of State Park Fees. AA/TA Glaeser will check into this and report back.

**Planning and Appeals Boards:** Add a 2% raise pool for Meetings Secretary.

The following remain the same: Public Works, Solid Waste and Telecommunications.

Vice Chairman Hall opened the conversation regarding including some funding to begin work on the Comprehensive Plan. A brief discussion followed regarding allocating a starting amount. AA/TA Glaeser stated an estimated total cost is in the vicinity of \$20,000.00. AA/TA Glaeser suggested taking \$1,000.00 from the Legal line and transfer it to the Comprehensive Plan line. The remainder of the Board concurred.

Chairman Wakeman requested AA/TA Glaeser make clean copies of the proposed Selectmen's Budget and contact the the Budget Committee so they can set their meeting dates.

**Selectmen's Comments:** Chairman Wakeman announced the following:

Regular Selectmen's Meetings will be held on Tuesday, February 23<sup>rd</sup> 2016 and Tuesday, March 8<sup>th</sup> 2016 at the Town Office beginning at 6:30 p.m.

Nomination papers for two (2) Selectmen, three (3) Budget Committee Members and one (1) RSU#5 School Board Member are available at the Town Office. Deadline is February 16<sup>th</sup> 2016 by 4:30 p.m.

The Town Office will be closed on Monday, February 15<sup>th</sup> 2016 in observance of Presidents Day.

The preliminary RSU#5 School Budget is available at the Town Office and on-line.

**Executive Session:** **Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 4-5(6)(A) – Personnel Matters – Treasurer at preceded by a brief recess at 8:50 p.m. Selectman Blake Second. Motion Carried 4-0.

Respectfully submitted,

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Jill S. Toher  
Meetings Secretary

**Chairman Wakeman Announced** the Board came out of Executive Session at 9:00 p.m.

**ACTION TAKEN:** No action taken.

**Adjournment:** **Selectman Libby Moves** to Adjourn at 9:10 p.m. Selectman Blake Second.  
Motion Carried 4-0.

Respectfully submitted,

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Ruth Glaeser, AA/TA

Attachment #1: Fire Chief/EMA Director's Selectperson's Report dated February 9<sup>th</sup> 2016,  
two pages.