

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
March 8<sup>th</sup> 2016**

**Call to Order:** Selectman Wakeman called the meeting to Order at 6:00 p.m.

**Pledge of Allegiance:** Completed

**Members Present:** Chairman Jeffrey Wakeman, Vice Chairman Sarah Hall, Selectman Mark Blake, Selectman Michael Stewart, Selectman Joshua Libby.

**Quorum:** Chairman Wakeman announced a Quorum had been met with five (5) members present.

**Also Present:** AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Fire Chief/EMA Director William St. Michel, Codes Official Paul Baines Secretary Jill Toher.

**Amendments to Agenda:** Chairman Wakeman adds the following to the Consent Agenda: c) Approve Selectmen's Minutes – February 23<sup>rd</sup> 2016 Selectmen's Meeting; d) Approve Selectmen's Minutes – March 1<sup>st</sup> 2016 Selectmen's Meeting; Under Correspondence) add the following: 2) Letter from Town Attorney; 3) Track and Field Communication; 4) Proforma RSU#5 Proposed Budget; 5) Apology letter. Add under Action and Discussion Items: b) Warrant; c) Public Hearing. Add Executive Session at end – Pursuant to Title #1, M.R.S.A., ss. 405 (6)(A) – Personnel – Fire Chief.

**Residents Present:** Wade Copinger.

**Public Comments:** None.

**Consent Agenda:**

- a. Approve Treasurer's Payable Warrant
- b. Approve Selectmen's Meeting Minutes – February 8<sup>th</sup> 2016
- c. Approve Selectmen's Meeting Minutes – February 9<sup>th</sup> 2016
- d. Approve Selectmen's Meeting Minutes – February 23<sup>rd</sup> 2016
- e. Approve Selectmen's Meeting Minutes – March 1<sup>st</sup> 2016
- f. Correspondence
  1. Tri-Town Track and Field Project
  2. Letter from Town Attorney
  3. Track and Field Communication
  4. Proforma RSU#5 Proposed Budget
  5. Apology Letter

**Selectman Libby Moves** to Approve the Consent Agenda as Amended. Vice Chairman Hall Second. Motion Carried 5-0.

**Action and Discussion Items:**

**a. Act on Town of Lisbon Dispatch Contract** – Chief St. Michel reviewed information contained in his report regarding Brunswick Dispatch, Lewiston/Auburn 911, ASO and Lisbon.

A public presentation is scheduled for March 14<sup>th</sup> 2016 at the fire station. He stated all are welcome.

The Fire Chief referred the Selectmen to a copy of a communication dated March 7<sup>th</sup> 2016 received from Phyllis Gamache, Director of L/A Emergency Communication Systems which stated that LA911 is working on a draft proposal for PSAP and Dispatching offering to include Durham and Sabattus. Following a lengthy discussion, it was the consensus of the Board to have Chief St. Michel to pursue the proposed offer.

Also discussed was the pending contract with Lisbon. AA/TA stated that although the contract is for three years, there is a clause in the contract that stated either party can cancel the contract by giving six months notice without penalty. The Board will revisit signing the Lisbon contract at the next meeting with the intention of signing same.

**b. Town Meeting Warrant** - Chairman Wakeman reviewed several minor changes per the Town Attorney as well as adding an additional article pertaining to an initial cost of \$50,000.00 should the Town approve pursuing withdrawal from RSU#5.

**Chairman Wakeman Moves** to add Article #6 as follows: To see if the Town will vote to raise and/or appropriate \$50,000.00 for the RSU#5 Withdrawal Committee. Vice Chairman Hall Second. Motion Carried 5-0. A brief discussion regarding financial semantics followed.

**Selectman Stewart Moves** to include an itemization to the Fire Department's request for Capital Improvements be included in Article #18. Selectman Blake Second. Motion Carried 5-0.

Chairman Wakeman noted that per the Town Attorney's recommendation, wording pertaining to Alternate Warrant articles have been reverted back to it's original proposed form.

AA/TA Glaeser changed the wording in Article #40. It was the consensus of the Board to adopt the change.

**c. RSU#5 Withdrawal Public Hearing** – During a discussion, it was agreed to try to get Freeport's presentation regarding the steps that must be followed should the Town vote to move forward with the Withdrawal. The Board briefly reviewed a Proforma Budget prepared by Kevin Nadeau.

Chairman Wakeman wants it made abundantly clear that the Proforma Budget is purely an estimate and the actual budget may be much different than the Proforma Budget.

Chairman Wakeman requested that AA/TA Glaeser check to see whether any organized groups plan to speak and also suggested that any group that is represented at the Public Hearing try to prepare a PowerPoint. Chairman Wakeman stated he wants any presentation made available to him no later than Friday, March 11<sup>th</sup> 2016 for his review. He also stated that all information pertaining to the Public Hearing be placed on the Town Channel and Website as quickly as possible. It was decided that Chairman Wakeman will Moderate the Public Hearing.

Selectman Stewart requested that the Approved Warrant Articles be put on the Website as soon as possible so the Articles are available for residents to review prior to Town Meeting.

#### **Departments/Committees:**

**a. Fire Chief/EMA Director William St. Michel** – presented the Board with his one page Selectmen's Report dated March 8<sup>th</sup> 2016. The Fire Chief's one page report, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

The Fire Chief requested that the Board approve the Fire Department's request to allow them to hold a food concession during the Town Meeting. Should the Selectmen approve the request, he will then approach RSU#5 for their approval.

**Selectman Libby Moves** to Allow the Fire Department hold a food concession during the April 2<sup>nd</sup> 2016 Annual Town Meeting. Selectman Stewart Second. Motion Carried 5-0.

Chief St. Michel stated he is planning on introducing a new EMS format which will consist of separate response tones for the Fire Department and EMS. He is also working on a schedule where members will select days and/or nights they will agree to cover. A brief discussion followed regarding availability of manpower.

**b. Codes Official Paul Baines** – presented the Board with his one page Codes Enforcement Report dated March 8<sup>th</sup> 2016. The Code Official's one page report, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

The Codes Official reported he completed E-911 addressing for Hunter Hill. He also stated he has a letter ready to go out regarding the pending name change for that portion of the Snow Road which intersects with Bowie Hill Road. He added that the name change will become effective within twenty-four hours after road new signs are installed.

Codes Official Baines stated that after the new driveway entrance Ordinance is passed at the Town meeting, he plans to issue an address and simultaneously notify both the Fire Department and the DPW of the exact location of the new E-911 addition.

The Codes Official requested that should his full-time position be approved by the Town, that he be able to remain with Social Security due to the fact he is close to Social Security's mandatory retirement age.

**c. Town Administrator** - Glaeser reported that she plans to send the 2016 Annual Report to the printers tomorrow and hopes the printed reports will be available on March 21<sup>st</sup> 2016.

**d. Road Commissioner Calvin Baumier** – presented the Board with his one page DPW Department Head's Report dated March 8<sup>th</sup> 2016. The Road Commissioner's one page report, hereinafter referred to as Attachment #3, is attached hereto and incorporated herein and made a part of these Minutes.

The Road Commissioner requested the Selectmen agree to set the 2016 Bulky Waste Day to be held at the DPW site on Saturday, May 21<sup>st</sup> 2016. The Selectmen concurred. He also requested the date be advertised on the Website and Town Channel. Road Commissioner Baumier advised he will meet with the waste hauler to work out the details and will provide updates as plans progress.

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

The Selectmen will hold regular meetings on Tuesday, March 22<sup>nd</sup> 2016 and Tuesday, April 5<sup>th</sup> 2016 at the Town Office beginning at 6:30 p.m.

There will be a Public Hearing on Tuesday, March 15<sup>th</sup> 2016 at the Durham Community School regarding Withdrawal from RSU#5 beginning at 7:00 p.m.

The Annual Town Election will be held on Friday, April 1<sup>st</sup> 2016 at the Durham Community School Gym. The polls will be open from 8:00 a.m. to 8:00 p.m.

The Annual Town Meeting will be held at the Durham Community School Gym on Saturday, April 2<sup>nd</sup> 2016 beginning at 9:00 a.m.

The Selectmen will hold a Candidate's Forum at the regular Selectmen's meeting on March 22<sup>nd</sup> 2016. Each candidate will have up to five minutes to introduce themselves to the residents.

**Executive Session:** **Chairman Wakeman** Moves the Board into Executive Session Pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel – Fire Chief preceded by a brief recess at 7:30 p.m. Selectman Libby Second. Motion Carried 5-0.

Respectfully submitted,

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Jill S. Toher  
Meetings Secretary

**Chairman Wakeman Announced** the Board came out of Executive Session at 8:36 p.m.

**ACTION TAKEN:**

**Chairman Wakeman Moves** to restore Chief St. Michel's accrued sick time to 520 hours which will not accrue until the accrual falls below 480 hours and restore accrued vacation time as agreed upon between the Administrative Assistant and Chief St. Michel. Selectman Stewart Second. Motion Carried 5-0.

**Adjournment:** **Selectman Libby Moves** to Adjourn at 8:40 p.m. Selectman Blake Second. Motion Carried 5-0.

Respectfully submitted,

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Ruth Glaeser, AA/TA

Attachment #1: Fire Chief/EMA Director's one page Selectmen's Report dated March 8<sup>th</sup> 2016.

Attachment #2: Code Officials one page Code Enforcement Report dated March 8<sup>th</sup> 2016.

Attachment #3: Road Commissioner's one page DPW Department Head's Report dated March 8<sup>th</sup> 2016.