

**Town of Durham
Board of Selectmen Meeting Minutes
October 20th 2015**

Call to Order: Selectman Wakeman called the meeting to Order at 6:30 p.m.

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

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

Also Present: AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Codes Official Paul Baines, Fire Chief/EMA Director William St. Michel (arrived 7:30 p.m.) , Secretary Jill Toher.

Pledge of Allegiance: Completed.

Amendments to the Agenda: Chairman Wakeman made the following Amendments: Strike #7-A, Strike #10, add #7-F – Discuss Review Process.

Public Present: Kevin Nadeau, Michelle Ritcheson.

Public Comments: Kevin Nadeau urged the Board to schedule a vote on the current Petition for Withdrawal from RSU#5 sooner rather than later in order to get this question answered as quickly as possible. He stated he is aware of the extra expense this would cost the Town to hold a special election.

Assessor's Session: **Chairman Wakeman Moves** the Board into Assessor's Session pursuant to Title #36, M.R.S.A., ss 841 at 6:33 p.m. Selectman Libby Second. Motion Carried 5-0.

a. Letter Regarding State Assessment – The Board reviewed calculations and letter from Donna Hays, CMA stating that she deems the assessment for the 2016 State Valuation as fair and equitable.

It was the consensus of the full Board not to appeal Assessor's Agent, Donna Hays, CMA's recommendation. The current value is 93%, per her calculations.

b. Abatement for Map #9, Lot #37-7, Rangdale Road - Marilyn Finch – Donna Hays, CMA recommends an Abatement be issued to Marilyn Finch for the Tax Year 2015, due to an error in building value for a reduction of \$24,600.00 or \$428.04 in taxes for unfinished garage loft area and age of garage.

Vice Chairman Hall Moves to Accept Donna Hays, CMA's recommendation as presented. Selectman Libby Second. Motion Carried 5-0.

Chairman Wakeman Moves the Board out of Assessor's Session at 7:37 p.m. Selectman Blake Second. Motion Carried 5-0.

Consent Agenda:

- a. **Approval of Treasurer's Payables Warrant**
- b. **Approval of Regular Selectmen's Meeting Minutes–October 6th 2015**
- c. **Correspondence:**
 - 1. **LACO Minutes**

Selectman Libby Moves to Approve the Consent Agenda as presented. Selectman Blake Second. Motion Carried 5-0.

Action and Discussion Items:

a. **Greater Freeport Chamber of Commerce – Tabled.**

b. **Rental of Eureka Hall** – AA/TA Glaeser stated that an employee has asked to rent the Eureka Community Center for a wedding shower and has asked the Town to consider waiving the rental fee. The Board discussed creating a rental waiver policy for employees. Rental insurance would still be required.

Chairman Wakeman Moves to enact a rental policy for one free rental per year for employees of the Town of Durham with the provision that the date selected cannot bump an existing rental date. Selectman Libby Second. Motion Carried 5-0.

c. **Petition for RSU#5 Withdrawal** – Chairman Wakeman reported that Town Clerk, Shannon Plourde submitted a Petition for Withdrawal from RSU#5, certifying 239 signatures. Chairman Wakeman stated that while reviewing the Petition's signatures, he discovered that one page that was submitted was a photocopy of another both containing thirteen signatures.

He further stated that it appears 226 may be valid. The number of signatures required is 214. Chairman Wakeman added the Petition was submitted too late to get on the November, 2015 ballot and wants the Town Clerk to perform a more careful review of the Petition prior to re-certifying it.

Michelle Ritcheson urged that the Petition be acted upon as soon as possible and requested that a Public Hearing be set then a Special Town Meeting be scheduled for the purpose of voting.

During the general discussion that followed, it was noted that holding an election costs around \$1,000.00. It was the general consensus of the Board to put the issue to a vote in conjunction with the April, 2016 Annual Town Meeting, which would allow for ample time to hold Public Information Sessions and a Public Hearing. The Selectmen offered to host these forums. It was decided that should a Warrant be scheduled prior to the Annual Town Meeting, the Petition could be added in conjunction with that Warrant.

The Board next reviewed the procedures for Withdrawal in accordance with Title #20, M.R.S.A. ss. 1466, which would put the process at Step #2 out of 22 Steps.

Selectman Libby Moves to have the vote in conjunction with the April, 2016 Town Meeting and place it on the Municipal Ballot or the next Warrant if sooner. Selectman Stewart Second. Motion Carried 5-0.

d. County Budget/Amendment/Court Case – Chairman Wakeman stated he is on the County Budget Committee and advised that historically the County Commissioners, the Treasurer and the Budget Committee all met together in order to set the County Budget. This year, the County Commissioners and the Treasurer have refused to take part in the process. Also at issue is the proposed County Commissioner's raises and perks.

In a letter dated October 14th 2015 from Beth Bell, Chairman of the County Commissioners addressed to Emily Darby, Chairman of the Androscoggin County Budget Committee, she stated that the County Charter does not require or contemplate joint meetings with the Budget Committee, and urges the Budget Committee reconsider its approach to the Budget deliberations for 2017 and future years.

Vice Chairman Hall stated she attended last night's meeting and reviewed the particulars of the lawsuit headed by Lewiston to date, including costs for each Town's share for participation. She stated that currently Durham's share is about \$932.00, since a second town has withdrawn their support. She also stated that litigation for both sides is being funded by the County which is costing the taxpayer. In addition, Vice Chairman Hall stated that there is a Petition to Dismiss awaiting a decision.

Chairman Wakeman Moves that Durham prepare both Resolves based on the City of Lewiston's Model of the Resolution to oppose the proposed Amendment to the County Charter. Selectman Libby Second. Motion Carried 5-0.

e. PIT Job Description – The Board reviewed the proposed Job Description for a Public Information Technician. During discussion, the Board made the following changes: change department to Administration; delete reports to Telecommunications Committee and change to Town Administrator first and to the Board of Selectmen second; delete all other references to the Telecommunications Committee in the job description replacing it with Town Administrator and Board of Selectmen respectfully and change Revised Approval date to October 20th 2015.

Chairman Wakeman Moves to Approve the PIT Job Description as Amended. Selectman Libby Second. Motion Carried 5-0.

f. Personnel Review Process – Chairman Wakeman stated the personnel review forms have been distributed with the intention that reviews will be completed by October 31st 2015. The process will be the same as last year with the exception of Road Commissioner since he is under Contract. Both Pownal and Durham Selectmen will participate in the Road Commissioners review. Chairman Wakeman will deliver the Road Commissioner's Personnel Review to the Road Commissioner. Then, Road Commissioner would have an opportunity to provide the Joint Board with written answers per the terms of the Contract.

It was decided that the department heads will be reviewed as follows: November 3rd 2015 – the AA/TA and the Fire Chief after the regular Selectmen's meeting with the Road Commissioner being reviewed by both Boards in a Special Joint Meeting at 6:00 p.m., the same night. AA/TA Glaeser will send an invitation to Pownal to attend the Special Meeting scheduled at the Durham Town Office at 6:00 p.m.

The remaining Employees Reviews need to be ready for the Selectmen's review by November 17th 2015.

Department/Committee Reports:

a. Town Administrator AA/TA Glaeser – Reported she phoned the Town's insurance company to come and inspect the Eureka Center. The adjuster is scheduled to inspect the Eureka Center repairs as well as inspect several other buildings on November 2nd 2015.

AA/TA Glaeser provided the Selectmen with information on Strategic Planning for review, which goes hand and hand with the Comprehensive Plan, which needs updating. She is planning on creating a census for residents in order to give residents an opportunity to provide input.

The AA/TA also provided information regarding the current employee insurance plan along with other options for health insurance from the MMA. It is generally agreed that the Town receives the best insurance rates through the MMA. She also provided a survey of Maine towns and cities which delineates municipality, population, insurance types as well as a breakdown of percentage paid by the Employer including family and dental options. It was decided that the focus be pared down to like size municipalities to Durham within a fifty mile radius for comparison. AA/TA Glaeser further advised that plan changes through the MMA can be changed at any time during any given year. .

Chairman Wakeman stated the focus be on low deductibles and co-pays and requested the AA/TA provide information on HRA and HSA options as well.

b. Road Commissioner Beaumier – reported the culverts at the junction of Route #136 and the Quaker Meetinghouse Road have been replaced in addition to the 24-inch culvert by the Old Brunswick Road and Quaker Meetinghouse Road by using three 15-inch culverts. Work continues to repair remaining washouts throughout Town caused by the recent rain storm.

The DPW is beginning to get the equipment ready for the winter and plans to get sand starting next week. Salt and ice-be-gone brine has already been delivered. Salt and sand will begin soon. The Road Commissioner also reported he is working with AA/TA Glaeser on processing paperwork for a Safety Grant Approval,

Road Commissioner Baumier reported a single car accident which occurred on Columbus Day struck the stone planter in front of the DPW building. He is waiting for the County Sheriff's Accident Report in order to file a claim with the Town's insurance carrier.

A discussion followed regarding switching the DPW employees back to the winter schedule and it was decided to make the switch on November 1st 2015.

Selectman Stewart reminded the Road Commissioner that the DPW workers need to keep up with fall cleanup, especially leaf removal .

c. Codes Official Baines – reported the Land Use Ordinance Workshop met on October 14th 2015 and provided an update on the group's progress. The current plan is to hold two Public Hearings about two weeks apart. The last Workshop is scheduled for Wednesday, November 11th 2015 at the Town Office beginning at 6:00 p.m.

Codes Official Baines also reported the soils report has been received by the State for the former Pete's Junkyard on Brickyard Hill Road and anticipates clean-up mitigation will be completed by December 1st 2015, excluding tires.

He also stated he is working with GPCOG to update Town maps. He is also working with the Road Commissioner on E-911 Addressing issues, and returned the signed Runaround Pond Lease Agreement.

The Codes Official reported he met with Ken Carll and his mother Priscilla Higgins at the site. The Codes Official suggested Mr. Carll work on a five year plan for cleanup, doing 20% of clean-up needed each year and plans are in place to meet next Thursday for review Phase #1 of Mr. Carll's Clean-up Plan.

d. Fire Chief/EMA Director St. Michel - stated that the work on the communications tower began today. Costs will be fully reimbursed by Homeland Security once completed.

Chief St. Michel advised he received a Memorandum of Understanding from Homeland Security for the 2015 Grant request, and recommends that Chairman Wakeman sign on behalf of the Town.

Chief St, Michel stated he anticipates State's portion for 2015 storm damage reimbursement to be between \$3,000.00 and \$4,000.00 and should be received sometime between April and June, 2016.

The Fire Chief stated he will be working with the Road Commissioner to update the Hazard Mitigation plan in anticipation of applying for Federal Funding. He also advocated for the department heads attend a two hour in-house Damage Assessment training on a date to be determined in the near future. He also advised that the Elected Officials need NIMS retraining.

Chief St. Michel advised that Lisbon Dispatch services will continue to be available for Durham and recommends that the Town stay with Lisbon unless there is a large difference in per capita costs between the Sheriff's Dept. and Lisbon. He stated he will be meeting with Lisbon to review IMC current coverage plus what the Town's needs may be in the future.

The Fire Chief also stated the RFP's for Engine #22 are due by 4:00 p.m., on November 3rd 2015 and will be opened on that date. The Recruitment Campaign will begin on November 5th 2015 as planned.

Chairman Wakeman Moves to Accept the Memorandum of Understanding for the 2015 Homeland Security Grant. Selectman Libby Second. Motion Carried 5-0.

Selectmen's Comments: Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, November 3rd 2015 and Tuesday, November 17th 2015 at the Town Office at 6:30 p.m.

Chairman Wakeman noted the passing of Blaine Footman, former Durham Constable and Deputy County Sheriff. The committal service is scheduled for Saturday, October 24th 2015 at 10:00 a.m., at the graveside. He asked that someone from the Board or Town Office to attend. Chairman Wakeman asked AA/TA Glaeser to send a \$50.00 donation from the Selectmen's discretionary fund to an appropriate charity in Blaine Footman's name.

Executive Session: Tabled.

Adjournment: **Selectman Libby Moves** to Adjourn at 8:25 p.m. Selectman Stewart Second. Motion Carried 5-0.

Respectfully submitted,

Jill S. Toher
Meetings Secretary