

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
June 28<sup>th</sup> 2016**

**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 Joshua Libby. Selectman 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, Secretary Jill Toher, Codes Official Paul Baines, PIT Shannon Brown. Fire Chief/EMA Director William St. Michel excused.

**Residents Present:** Diane Dimmock representing EMA/Fire Department; Michael LaCasse.

**Amendments to Agenda:** Add to Consent Agenda – June 7<sup>th</sup> 2016 Durham/Pownal Selectmen's meeting; Add under Departments/Committees: – 1) Historic District Commission; Add under Action and Discussion Items - 1) MMA Legislative Policy Committee Nominations.

**Public Comments:** None.

**Consent Agenda:**

- a. Approve Treasurer's Payables Warrant
- b. Approval of Selectmen's Minutes – June 14<sup>th</sup> 2016
- c. Approval of June 17<sup>th</sup> 2016 Emergency Selectmen Meeting Minutes
- d. Approval of June 23<sup>rd</sup> 2016 Special Selectmen Meeting Minutes
- e. Approval of June 7<sup>th</sup> 2016 Durham/Pownal Selectmen's Meeting Minutes
- f. Correspondence
  1. Thank You Regarding Donation
  2. LACO Minutes
  3. Quitclaim Deed for Map #007, Lot #023P
  4. Androscoggin County Commissioner Letter – Chairman Wakeman stated there will be a meeting on July 20<sup>th</sup> 2016 for the purpose of nominations for the County Budget Committee at the County Building in Auburn at 6:30 p.m.

**Vice Chairman Hall Moves** to Approve the Consent Agenda as Amended. Selectman Libby Second. Motion Carried 4-0.

### **Action and Discussion Items:**

**a. Telecommunications Committee** – PIT Shannon Brown stated there are a number of continuing Website difficulties that have not been resolved with Viebit despite assurances from the Web Hosting service. She stated she has some better ideas regarding including updating, changing Web Carriers in order to become more efficient and will follow up with numbers. A brief discussion ensued.

Selectman Libby is currently supporting IT issues, including consolidation, which he plans to complete by the coming weekend. Selectman Libby stated a reliable back up needs to be in place as a number of towns report being hijacked.

Plans for set up of the Eureka center's connectivity is in the works and costs will come out of the Telecommunications budget as planned.

PIT Brown also stated that due to the increase of scheduled meetings, the majority of her time is spent providing video services for meetings and due to this, she is unable to work on planned long term projects.

The PIT referred the Board to a letter supplied to the Board from Geoffrey Leighton, Chairman of the Telecommunications Committee detailing the difficulties. Chairman Leighton's letter included the suggestion of hiring part-time summer help for the purpose of recording and indexing the meetings on the website. The stipend of \$1,000.00 would be set aside from the PIT salary line to allow one hundred hours at a rate \$10.00 per hour.

A brief discussion followed during which the Selectmen agreed that the number of meetings has sufficiently increased from what was originally planned.

**Vice Chairman Hall Moves** to post a part-time summer position for a summer assistant. Selectman Libby Second. Motion Carried 4-0.

**b. Phone Service** - AA/TA Glaeser presented and discussed a communication from Fairpoint detailing the price of \$20.00 per month fixed for three years which includes calling features included. The package cost is \$288.00 per month including taxes and surcharges. Termination per line is \$200.00 for the first year, \$100.00 in the second year and \$50.00 in the third year. The package is for eight phones and will include keeping current phone numbers.

**Vice Chairman Hall Moves** to Authorize the AA/TA to move forward with the switch to Fairpoint Communications. Selectman Libby Second. Motion Carried 4-0.

**c. Tax Commitment** – AA/TA Glaeser presented three 2016 Municipal Tax Rate Calculation options for the Board to review in order to establish a tax mil rate. During the discussion Chairman Wakeman suggests considering option “B”, mil rate of 0.018800, (1.89%), which would provide an overlay of \$121,460.10, adding that any unused overlay which covers abatements and/or unpaid taxes, will roll over into Undesignated Funds.

**Selectman Libby Moves** to approve “Option B”, a mil rate of 0.018800, (an 8% increase), setting the tax mil rate of \$18.80 per thousand dollars of valuation. Vice Chairman Hall Second. Motion Carried 4-0.

**d. MMA Legislative Official Ballot Nominations** – Board members reviewed the Official Ballot and discussed at length availability of a potential nomination for Durham.

**Chairman Wakeman Moves** to vote for Erin Chrostowsky, Town Manager of Wayne and write in Joshua Libby, Selectman for Durham. Vice Chairman Hall second. Motion Carried 3-0 with Selectman Libby Abstaining.

#### **Department/Committees:**

**a. Fire Chief/EMA Director William St. Michel – excused. Fire Chief/EMA Director 2 page report supplied.** The Fire Chief/EMA Director's two page report, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

Diana Dimmock represented the Fire Chief tonight. She stated that the Fire Chief recommends to go with the repair of the gear extractor then look for a Grant to purchase a new one. It was the general consensus to go with the Fire Chief's recommendation and noted that no Motion by the Selectmen is needed.

**b. Codes Official Paul Baines** – The Codes Official presented and reviewed his one page report with the Board. The Codes 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 supplied the Board with a sample copy of a map of Durham, a product of a free GIS mapping program.

**c. Town Administrator Ruth Glaeser – (no report)** – AA/TA Glaeser stated there was a power outage yesterday that occurred at 4:15 p.m., and the generator did not go on. A problem with antifreeze leaking is being investigated.

AA/TA requested to be excused from the August 9<sup>th</sup> 2016 Selectmen's meeting as she will be attending a Convention in Sunday River. She offered to make herself available via Skype.

AA/TA presented the Board with an E-mail from Meg Lane pertaining to the Durham-Lisbon bridge opening ceremony set for Monday, July 11<sup>th</sup> at 1:00 p.m. The communication is requesting the name of a representative from the Durham Selectmen who will speak at the ceremony.

After some discussion, it was decided that either Vice Chairman Hall or Chairman Wakeman will speak, depending on availability or look for an available alternate. AA/TA will advise that "A Representative from the Durham Selectmen will speak" should be included in the Program.

**d. Road Commissioner Calvin Baumier** – presented and reviewed his one page Durham Public Works Department Head Report dated June 28<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.

In addition to his report, the Road Commissioner advised that he had Barry Baldwin move the wood from the front of a resident's home on the Rabbit Road up the driveway to her home.

The Road Commissioner also supplied a draft RFP for the Roofing Project at the DPW building. The Board reviewed the RFP and a brief discussion ensued regarding the color of the drip edge. It was the general consensus that the Road Commissioner can change the white drip edge to galvanized if he desires.

**Selectman Libby Moves** to Authorize the Road Commissioner to Advertise the RFP in the usual manner for the roofing project at the DPW building, changing the color of the drip edge from white to galvanized if desired. Selectman Blake Second. Motion Carried 4-0.

**e. Historic District Commission (taken out of order)** – Candice Decsipkes provided a letter to the Selectmen dated June 28<sup>th</sup> 2016, advising the Commission will be terminating three members as they have not attended three consecutive meetings per the by-laws.. She added that there are several other residents interested and recommendations for appointments to the Commission will be presented soon.

She stated the survey is going well. Seventy-five of the oldest homes have been surveyed to date. Ms. Decsipkes also reported that the second training session has been scheduled.

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

Regular Selectmen's Meetings will be held on Tuesday, July 12<sup>th</sup> 2016 and Tuesday, July 26<sup>th</sup> 2016 at the Town Office beginning at 6:30 p.m.

Chairman Wakeman Announced the Town Office will be closed on Monday, July 4<sup>th</sup> 2016 in observance of the Fourth of July Holiday.

The grand opening ceremony for the Durham-Lisbon bridge will be held on July 11<sup>th</sup> 2016 at 1:00 p.m.

**Executive Session #1: Pursuant to Title #1, M.R.S.A., ss. 405 (6)(A) – Personnel:**

**Chairman Wakeman Moves** the Board into Executive Session #1 Pursuant to Title #1, M.R.S.A. ss. 405(6)(A) – Personnel preceded by a brief recess at 7:23 p.m.

**Chairman Wakeman Announced** the Board came out of Executive Session at 7:32 p.m.

**ACTION TAKEN:** **Chairman Wakeman Moves** the Town enter into a contract agreement with Calvin Beaumier for Road Commissioner services as edited with dates and amounts Amended. Selectman Libby Second. Carried 4-0.

**SECOND ACTION and DISCUSSION ITEM:** **Road Commissioner Durham/Pownal Agreement with New Rate Figures -**

Brief discussion.

**Vice Chairman Hall Moves** to Approve the Road Commissioner Services Agreement with Pownal and Appendix “A” subject to Approval by Pownal as revised June 28<sup>th</sup> 2016. Selectman Libby Second. Carried 4-0.

**Executive Session #2 – Pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel:**

**Chairman Wakeman Moves** the Board into Executive Session Pursuant to Title #1, M.R.S.A. ss. 405(6)(A) at 7:35 p.m. Selectman Libby 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 7:47 p.m.

**ACTION TAKEN: NONE.**

**Adjournment: Selectman Libby Moves** to Adjourn at 7:47 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 two page Selectperson's Report dated June 28<sup>th</sup> 2016.

Attachment #2: Code Official's one page Office of Codes Enforcement Report dated June 28<sup>th</sup> 2016.

Attachment #3: Road Commissioner's one page Durham Public Works Department Head Report dated June 28<sup>th</sup> 2016.