

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
July 12th 2016**

Call to Order: Selectman Wakeman called the meeting to Order at 6:03 p.m.

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

Also Present: Jill Toher, Meetings Secretary.

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

Executive Session: **Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel – Assistant to PIT Interview at 6:04 p.m. Selectman Libby Second. Motion Carried 5-0.

Chairman Wakeman Announced the Board came out of Executive Session at 6:14 p.m.

ACTION TAKEN: None.

Chairman Wakeman Moves the Board into Recess until 6:30 p.m. Vice Chairman Hall Second. Motion Carried 5-0.

Chairman Wakeman Moves to Reconvene the Regular Selectmen's Meeting at 6:30 p.m. Selectman Libby Second. Motion Carried 5-0.

Pledge of Allegiance: Completed.

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

Budget Committee Members Present: Milt Simon, Terry Kirk, Michael Fitzpatrick, Cori Holt, Mark Farrin, Rick Emmons.

Amendments to Agenda: Chairman Wakeman Adds to Action and Discussion Items – c) Assistant to PIT Discussion.

Public Comments: None.

Consent Agenda:

- a. Approve Treasurer's Payables Warrant**
- b. Approval of Selectmen's Minutes – June 28th 2016**
- c. Approval of Local Roads Assistance Program Certification**
- d. Correspondence**

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

Action and Discussion Items:

a. Discussion of Budget with Budget Committee - The discussion began at 6:38 p.m. with Terry Kirk and Michael Fitzpatrick asking if there are any other changes other than Workers' Compensation and why the amount is so much higher than anticipated. AA/TA Glaeser stated the amounts due, per Audit, were received after the Town Meeting. She stated the amount is directly due to Workers' Compensation claims and she will cover the excess by adjusting other line items.

Other topics discussed included when the \$1,650.00 for the Eureka Center sink hole repair will be reimbursed into the Emergency Fund and why the Fire Station and Quint Payments have not been deducted. AA/TA Glaeser stated the Fire Department payables are on tonight's Treasurer's Warrant and will not be mailed out until monies are received for property taxes. The Emergency Fund will be reimbursed closer to the end of the year.

Terry Kirk opened a general discussion regarding the TAN and BAN notes, including amounts and rates for each. Chairman Wakeman provided explanations regarding the monies borrowed, the overlay and amounts held in anticipation regarding unpaid property taxes and potential abatements.

It was also asked if MMA would/could do the Audit earlier in order to get firm budget figures earlier. Chairman Wakeman stated this would be hard to do. Milt Simon asked to start the Budget talks earlier than last year. It was the general consensus of both entities that the second week in February, 2017 will be targeted to begin. Milt Simon also requested that future Budgets eliminate the amount originally requested and add one additional past year's expenses.

It was mutually agreed that the Budget Committee will meet with the Selectmen on Tuesday, December 6th 2016 during the Regular Selectmen's Meeting.

Chairman Wakeman asked if there were any other questions and seeing none, the joint discussion ended at 7:08 p.m.

b. Maine DOL Inspection - The Board reviewed an inspection letter dated June 28th 2016 regarding the DOL inspection results at the DPW building as well as a rough draft of a response being prepared by Road Commissioner Baumier. He stated that all items with the exception of #2 on the Certification of Corrective Action Worksheet have been completed and provided the Selectmen with a copy of his draft responses. He stated all items will be completed in final form and returned to the DOL on or before the July 20th 2016 deadline.

A conversation followed regarding the proposed penalty assessed of \$550.00, and it was the consensus of the Board Members to request a Penalty Discussion with the Director of the DOL, Bureau of Labor Standards.

Vice Chairman Hall Moves the Board sign a letter requesting a Penalty Discussion and send letter to the Director, DOL Bureau of Labor Standards. Mark Blake Second. Motion Carried 5-0.

c. Discussion – Assistant to PIT Position - (taken out of Order) - Following a short discussion, it was decided to allow the AA/TA and PIT to do the interviewing and make their recommendations to the Selectmen for final decision.

Chairman Wakeman Moves to Allow the Administrative Assistant and the PIT do do interviews and forward their recommendation to the Board of Selectmen. Mark Blake Second. Motion Carried 5-0.

Department/Committees:

a. Fire Chief/EMA Director William St. Michel – (no written report) – Fire Chief/EMA Director St. Michel announced he has been elected President of the New England Fire Association.

b. Codes Official Paul Baines – (no written report) – The Codes Official supplied the Board with photos of the new privy installed at Runaround Pond Park. He stated that toilet tissue holders need to be installed.

Road Commissioner Baumier suggested that Parker Morse would be able to maintain the toilet tissue in conjunction with his weekly pick-up of trash at the park.

Codes Official Baines reported he installed a 3-D design program on his computer for mapping purposes, which was self-purchased for his personal company and added the program is licensed directly to him.

Codes Official Baines advised the public of the steps necessary for a resident to submit an application to the Planning Board.

He stated that all Conditional Use Applications must be submitted through the Codes Official's office in order to have legal protection up to the Supreme Court. He added that the Planning Board cannot move forward unless the entire application is complete.

c. Town Administrator Ruth Glaeser – (no written report) AA/TA Glaeser reported that the tax bills have been sent out. She also provided an itemization of payables being held including due dates, if applicable, until sufficient monies from property tax receipts have been received, at which time, the pending payables will be mailed out.

d. Road Commissioner Calvin Baumier – (taken out of Order) – Road Commissioner Baumier presented and reviewed his Durham Public Works Department Head Report dated July 12th 2016. The Road Commissioner's one page report, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

In addition, the Road Commissioner reported that grinding is scheduled to begin on the Runaround Pond Road tomorrow.

Selectmen's Comments: Chairman Wakeman announced the following:

Regular Selectmen's Meetings will be held on Tuesday, July 26th 2016 and Tuesday, August 9th 2016 at the Town Office beginning at 6:30 p.m.

Chairman Wakeman also thanked the MDOT, W. Simpson, Grover Enterprises and Selectman Libby, who represented the Town at the Durham-Lisbon new bridge opening ceremony held on July 11th 2016.

Adjournment: **Selectman Libby Moves** to Adjourn at 7:39 p.m. Selectman Blake Second. Motion Carried 5-0.

Respectfully submitted,

Jill S. Toher
Meetings Secretary

Attachment #1: Road Commissioner's DPW Department Head Report dated July 12th 2016, one page.