

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
August 9<sup>th</sup> 2016**

**Call to Order:** Selectman Wakeman called the meeting to Order at 6:15 p.m.

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

**Quorum:** Chairman Wakeman announced a Quorum had been met with four (4) members present.

**Also Present:** Secretary Jill Toher.

**Executive Session:** **Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel – Act on PIT Position at 6:15 p.m. Vice Chairman Hall Second. Motion Carried 4-0.

**Chairman Wakeman Announces** the Board came out of Executive Session at 6:18 p.m.

**ACTION TAKEN:** **Chairman Wakeman Moves** to hire Alden Allen as Assistant to the PIT at \$10.00 per hour. Selectman Blake Second. Motion Carried 4-0.

**Chairman Wakeman Announced** the Board will recess at 6:19 p.m., and will reconvene at 6:30 p.m.

**Chairman Wakeman Reconvened** the regular Selectmen's Meeting at 6:30 p.m.

**Pledge of Allegiance:** Completed.

**Amendments to the Agenda:** None.

**Residents Present:** None.

**Public Comments:** None.

**Consent Agenda:**

- a. Approve Treasurer's Payables Warrant
- b. Approval of Selectmen's Minutes – July 26<sup>th</sup> 2016
- c. Correspondence
  1. Municipal Valuation Return

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

**Action and Discussion Items:**

**a. Pay for Planning Board Members During Ordinance Review Meetings** – The Board discussed paying the Planning Board members for attending Ordinance Workshops. Board members concurred that four workshops were included in the 2016 budget. It was noted that there was no regular Planning Board meeting in August, 2016, and the Board concurred that due to this fact, the total workshops eligible for pay will be five. Pam Cloutier will advise AA/TA Glaeser of the Board's decision.

**b. Legislative Policy Survey – Cancel – due August 5<sup>th</sup> 2016**

**c. MMA Annual Election** – Board members reviewed the nominees for the MMA Annual Election.

**Vice Chairman Hall Moves** to vote for the slate as presented. Selectman Stewart Second. Motion Carried 4-0.

**d. RFP for Public Works Roof – deferred until Road Commissioner Arrives.**

**e. Change of Friday Hours for CEO** – The Board reviewed and discussed an itemization of hours the Codes Official has been actually working on a weekly basis since his hours were increased to full time and determined that, on average, the hours worked per week exceeds the hours approved and budgeted. After some discussion, it was the consensus of the Board to change the posted hours on Fridays to 8:30 a.m., until 12:00 noon.

**Vice Chairman Hall Moves** changing the hours posted from 8:30 a.m., until 12:00 noon starting this Friday. Selectman Blake Second. Motion Carried 4-0.

**f. Androscoggin Budget Committee Caucus** - The Board reviewed and discussed the Androscoggin County Budget Caucus materials, which included three candidates running for office. Chairman Wakeman recommends the Board vote for Wade Caplinger of Durham and Anthony Reny from Greene. After a brief discussion remainder of the Board concurred.

**Chairman Wakeman Moves** the Board vote for Wade Caplinger and Anthony Reny. Selectman Blake Second. Motion Carried. 4-0.

### **Department/Committees:**

**a. Codes Official Paul Baines** - presented and reviewed his one page Office of Codes Enforcement Report dated August 9<sup>th</sup> 2016. The Codes Official's one page report, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

The Codes Official also stated that Chelsea Stewart will be submitting some draft handouts of survey samples for the Comprehensive Plan Committee's review. He also stated that the meetings will now be posted on the website and minimal notes will be taken at each meeting. The Committee hopes to have an information booth at the November, 2016 Election.

Selectman Stewart opened a discussion to see whether the Modular could be adequately fireproofed so that the contents of the current fireproof room in the Town Office can be moved so that the Codes Official would be able to have his office located in the Town Office. Codes Official Baines will work on the particulars including costs involved and report back.

Vice Chairman Hall stated she knows a professional conservator Massachusetts and requested the Codes Official to supply her with photos of the Town Charter so she can send them to the conservator for review.

**b. Fire Chief/EMA Director William St. Michel** – presented and reviewed his two page Selectmen's Report dated August 9<sup>th</sup> 2016. The Fire Chief/EMA Director's two page report, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

In addition to his report, the Fire Chief stated that Sunday's call brings the total for responses up to 234. He stated that the fire calls have dropped while the EMS calls have increased substantially. He also stated there have been about six calls that the department was unable to fulfill. He added that day time calls present a large problem. Lisbon, Freeport and Auburn have had to cover responses.

A lengthy discussion ensued during which the Chief stated that depending where the resident lives, half the Town gets about the same response time, while the other portion receives a slower response when another town covers a call. He stated that the last Contract was with Northeast and that was a number of years ago adding that times have changes.

Selectman Blake requested the Chief do some more research so the Selectmen can hold a Public Hearing on the subject, adding that the potential Public Hearing be advertised heavily in the six to eight weeks prior to the Public Hearing. Chairman Wakeman stated the Public Hearing would need to be scheduled well in advance of the Budget Season.

**c. Road Commissioner Calvin Beaumier** – presented and reviewed his one page Durham Public Works Department Head Report dated August 9<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 was asked how the RFP for the Roof was advertised. He stated that AA/TA Glaeser handled this. He stated that she put it on MMA's website and thinks it was also advertised on the Town Channel, Website and maybe in the Tri-Town news.

The Road Commissioner stated his RFP for the roof included the portion for the office as well for continuity. Chairman Wakeman asked that the Road Commissioner get back to the bidders and ask them for a price on the smaller job which would not include the office.

The Road Commissioner was asked if he contacted the local contractor that previously was interested in bidding. He advised that he telephoned that contractor, leaving a message, but did not receive a reply.

The Road Commissioner also provided a year-to-date cost itemization on the Runaround Pond/Rabbit Road paving project.

Also discussed was the Road Commissioner's request to change the wording in the DPW Personnel Handbook regarding vacation and sick time. He wants to change the wording from "Should" to "Must be".

**Chairman Wakeman Moves** to make the change in the Personnel Handbook from "Should" to "Must be." Selectman Blake Second. Motion Carried 4-0.

**d. Town Administrator Ruth Glaeser – no report – excused.**

**Selectmen's Comments:** Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, August 23<sup>rd</sup> 2016 and Tuesday, September 6<sup>th</sup> 2016 at the Town Office beginning at 6:30 p.m.

A Special Selectmen's meeting will be held on Monday, August 15<sup>th</sup> 2016 at the Town Office beginning at 6:00 p.m.

The Historic District Commission meeting will be held on Thursday, August 11<sup>th</sup> 2016 at the Town Office beginning at 6:30 p.m.

**Executive Session:** **Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss 405(6)(A) – Personnel – Public Works at 7:30 p.m. Selectman Blake Second. Motion Carried 4-0.

**Chairman Wakeman Announced** the Board came out of Executive Session at 7:41 p.m.

**ACTION TAKEN:** None.

**Adjournment:** **Selectman Stewart Moves** to Adjourn at 7:43 p.m. p.m. Selectman Blake Second. Motion Carried 4-0.

Respectfully submitted,

---

Jill S. Toher  
Meetings Secretary

Attachment #1: Code Official's Office of Codes Enforcement Report dated August 9<sup>th</sup> 2016, one page.

Attachment #2: Fire Chief/EMA Director's Selectperson Report dated August 9<sup>th</sup> 2016, two pages.

Attachment #3: Road Commissioner's Durham Public Works Department Head Report dated August 9<sup>th</sup> 2016, one page.