

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
October 4th 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 Michael Stewart. Selectman Joshua Libby 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, Fire Chief/EMA Director William St. Michel, Town Clerk Shannon Plourde. Codes Official Paul Baines excused.

Public Present: Sheriff Eric G. Samson, Chief Deputy Sheriff William Gagne, Karen McNaughton.

Public Comments: None.

Consent Agenda:

- a. Approve Treasurer's Payables Warrant
- b. Approval of Selectmen's Minutes – September 20th 2016 - Tabled
Approval of Selectmen's Minutes – September 28th 2016
- c. BYOB Permit for Event at Eureka Community Center
- d. Correspondence
 - 1. MDOL
 - 2. LACO Minutes

Selectman Stewart questioned the Road Commissioner regarding the seemingly excessive gasoline bill in tonight's Treasurer's Payables Warrant. Road Commissioner Beaumier stated he will look into it and report back at the next Selectmen's meeting.

Vice Chairman Hall Moves to approve the Consent Agenda with the understanding more information on gasoline usage is needed. Selectman Stewart Second. Motion Carried 4-0.

Action and Discussion Items:

- a. **Sheriff Eric Sampson and Chief Deputy William Gagne** – Sheriff Sampson distributed a two page report containing a breakdown of calls for service from January 1st 2015 through September 1st 2016. He advised that the Sheriff's Department covers Durham on even numbered months and that the State Police covers Durham on the odd numbered months

which includes call response share when necessary. He stated the Sheriff's Department also works with Cumberland and Lisbon Police Department when the situation requires. He also stated that depending on the severity of the call, the State Police and/or the Sheriff's Department will also cover simultaneously.

Sheriff Samson stated it is his intention to make quarterly visits to the Selectmen's meetings and encouraged phone calls when any questions arise.

b. Discussion of Sheriff's Presence at Polls – Sheriff Samson stated that the detail rate costs \$49.00 per hour with a minimum of four hours guaranteed, adding that it could be cost prohibitive for coverage. He did state that although the State Police will be covering Durham in November, the Sheriff's Department will also include Durham in their patrols on Election Day.

Chairman Wakeman asked the Town Clerk whether she felt a detail would be necessary. She stated if there is money available in the budget, she would like Durham to have a detail between the hours of 5:00 p.m. and 9:00 p.m. This will be discussed further at the next Board meeting.

Solid Waste and Recycling Bids – Chairman Wakeman stated two bids were received and opened the bids beginning at 7:48 p.m.

The first bid opened was from Pine Tree Waste for a three year contract for the period July 1st 2017 through June 30th 2020 as follows: year one) \$202,534.00 – year two) \$206,584.00 – year three) \$210,716.00. All years include one Bulky Waste Day and one hazardous materials waste day drop off. The proposal also offered the “totes” option if requested.

Second bid opened was from Tice Waste Management for a three year contract beginning July 1st 2017 through June 30th 2020 at a rate of \$187,000.00 per year and would include a Bulky Waste Day. It also includes a provision should the Town's solid waste or recyclables increase by 10%, then Tice would contact Durham to negotiate additional fees accordingly.

Chairman Wakeman stated the Board will review the bids, then discuss both proposals on November 1st 2016. AA/TA will notify Tice Waste Management. Karen McNaughton, who is representing Pine Tree Waste, who was present tonight, stated she intends to attend the November 1st meeting.

d. RFP for Website Design – PIT Shannon Brown stated she would like to see the RFP get out as soon as possible.

After review of the draft RFP, it was the consensus of the Board to separate out the last two bullets in Item #6 and all of the bullets contained in #7, as "Optional"

Vice Chairman Hall Moves to put out the RFP for Web Design. Selectman Blake Second. Motion Carried 4-0.

e. Credit Card Policy – AA/TGA Glaeser presented a draft update to the Town's Credit Card Policy for the Board's review.

Vice Chairman Hall Moves to accept the Credit Card Policy as presented. Selectman Blake Second. Motion Carried 4-0.

She also supplied information from Spark Business credit card issued by Capital One Visa and Ink Cash Business credit card issued by Chase that offers cash back rewards. A general discussion followed. Chief St. Michel stated that the Department currently has Bank of America credit cards and he is not happy with this credit card and would be interested in making a change. A suggestion was made to look into Lisbon Community Federal Credit Union to see what the credit union has to offer.

The discussion continued and it was the general consensus to go with the Capital One Spark Business Visa as there is no annual fee, no interest if paid in full at end of the billing cycle.

Selectman Stewart moved to go with Capital One Spark Business Card per AA/TA Glaeser's recommendation. Selectman Blake Second. Motion Carried 4-0.

The Board next discussed what to do with cash back benefits. Chairman Wakeman suggested that AA/TA add a budget line and spread the cash back benefits across all departments, possibly using the benefits as employee incentives.

Department/Committees:

a. Codes Official Paul Baines – excused. Chairman Wakeman reviewed the information contained in the Codes Official's report. 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.

b. Fire Chief/EMA Director William St. Michel – presented his one page Fire and Rescue Selectmen's report dated October 4th 2016. The Fire Chief/EMA Director's one page report, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

Chief St. Michel distributed a quote for striping the parking lot through Crooker. He stated he intends to get one or two more prices, but asked that the Board approve up to \$900.00 for striping.

Selectman Blake Moves to approve up to \$900.00 for striping at the station. Selectman Stewart Second. Motion Carried 4-0.

c. Road Commissioner Calvin Beaumier – presented and reviewed his one page Durham Public Works Department Head Report dated October 3rd 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.

Road Commissioner Beaumier advised he contacted the MDOT regarding layout and paint specifications for “Stop Ahead” road markings. Copies of the MDOT's recommendations were distributed to the Board. He stated he has ordered the stenciling and will begin by painting the Runaround Pond Road and Rabbit Road intersections.

The Road Commissioner also distributed an updated mock-up of the proposed “Welcome to Durham” sign. During discussion, it was decided to remove the Town Logo and place “Incorporated 1789” at the bottom. Road Commissioner Beaumier stated that the sign has already received DOT Approval. Anticipated cost is \$2,460.00 including the granite posts. He stated the DPW would erect the sign. He will include this in his 2017 budget request.

He also supplied the Engineer's report on the Auburn/Pownal Road stream crossings. He intends to apply for a Grant that should become available sometime this fall.

d. Town Administrator Ruth Glaeser – reported that she will be attending the MMA Conference on Wednesday, October 5th 2016 and Thursday, October 6th 2016.

Selectmen's Comments: Chairman Wakeman announced the following:

Regular Selectmen's Meetings will be held on Tuesday, October 18th 2016 and Tuesday, November 1st 2016 at the Town Office beginning at 6:30 p.m.

The Town Office will be Closed on Monday, October 10th 2016 in observance of the Columbus Day holiday.

Adjournment: **Selectman Stewart Moves** to Adjourn at 8:05 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 October 4th 2016, one page.

Attachment #2: Fire Chief/EMA Director's Fire and Rescue Report dated October 4th 2016 one page.

Attachment #4: Road Commissioner's Durham Public Works Department Head Report dated October 3rd 2016, one page.