

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
November 15th 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.

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

Also Present: AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Secretary Jill Toher, Fire Department/EMA Director William St. Michel, and Codes Official Paul Baines.

Residents Present: None.

Public Comments: None.

Consent Agenda:

- a. Approve Treasurer's Payable Warrant
- b. Approval of Selectmen's Meeting Minutes – November 1st 2016
- c. Approval Selectmen's Meeting Minutes – November 8th 2016
- d. Correspondence – none.

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

Action and Discussion Items:

a. Discuss Website RFP – AA/TA Glaeser presented a power point presentation comparing two companies that PIT Brown has recommended be considered for webhosting. One company, Virtual Towns & Schools, has locations in Maine and Massachusetts. Examples given were from Falmouth and Kennebunkport. The first time set up is \$6,000.00 plus a yearly cost of \$1,750.00 and supplies secure webhosting, 24/7 support and ongoing maintenance/ upgrades. The second company, Civic Life, is located in California with examples from Orono and Vermont Fish and Wildlife presented. The initial set up cost is \$9,300.00 with a yearly cost of \$1,600.00 after the first year. Both offer a variety of other optional services.

Virtual Towns & Schools, which PIT Brown is recommending, also quoted \$3,000.00 for streaming and archiving and included free Website redesigning after four years.

During discussion, the Board compared benefits between both services and asked AA/TA Glaeser to look up what TH Creations is currently charging. Following some research, AA/TA Glaeser stated TH Creations is currently charging the Town \$350.00 per year. It was the consensus of the Board to table this topic until the next Board meeting and request that PIT Brown attend.

b. Recognition of Joe Donovick – Chairman Wakeman requested that AA/TA Glaeser invite Joe Donovick, who is retiring from the Historic District Commission after serving since 2007, to the next Board meeting.

Chairman Wakeman Moves to recognize Joe Donovick for his service to the Historic District Commission and invite him to the next meeting. Selectman Libby Second. Motion Carried 5-0.

Office Hours for the Holidays – AA/TA Glaeser provided the Board with a calendar for December, 2016.

AA/TA Glaeser requested that instead of having the day before Christmas as a day off, the day after Christmas be observed as Christmas day falls on a Sunday. She also requested Town employees receive Monday, January 2nd 2017 as a day off as New Year's Day falls on Sunday, January 1st 2017.

AA/TA Glaeser also requested approval for the Town Office to close at 12:00 noon on Friday, December 30th 2016 in order to close the Town's books.

Vice Chairman Hall Moves to Approve AA/TA Glaeser's requests as proposed. Selectman Stewart Second. Motion Carried 5-0.

d. Animal Control Job Description – AA/TA Glaeser suggested the Board consider making the following additions to the Job Description for Animal Control Officer: 1) Submits quarterly reports to the Town Administrator by the last day of the month following the quarter end: January 31st, April 30th, July 31st and October 31st; and, 2) Attends Select Board meetings as required. After a brief discussion the Board concurred.

Chairman Wakeman Moves to add the suggested changes to the Animal Control Officer's job description with the stipulation the pay range goes to Stipend only effective January 1st 2017. Selectman Libby Second. Motion Carried 5-0.

Department/Committees:

a. Codes Official Paul Baines – presented and reviewed his two page report. The Codes Official's two page report dated November 15th 2016, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

The Codes Official opened the discussion regarding what direction the Town will take on Question #1. He stated that at some point when the State develops licensing requirements, the Town will need to have an Ordinance in place or consider a Moratorium until one can be put into place.

It was the general consensus of the Board for the Codes Official to contact Town Attorney John Conway for his opinion.

b. Fire Chief/EMA Director William St. Michel – presented and reviewed his one page report. The Fire Chief/EMA Director's one page report dated November 15th 2016, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

Chief St. Michel stated the paving at the Department's parking lot has been completed and now the edges need to be filled in and tapered. Road Commissioner Beaumier looked at the estimate and stated the DPW will be able to do this in a couple of hours, which will save the Town considerable money.

Chief St. Michel advised that Truck #24, the ladder truck, has a tentative date to have the wiring harness repaired between November 28th and November 30th.

The Fire Chief presented AA/TA Glaeser an Office copy of the Fire Department's Handbook.

He also stated the members are preparing for the November 20th Shape Inspection.

c. Road Commissioner Calvin Beaumier – presented and reviewed his one page report. The Road Commissioner's one page report dated November 15th 2016, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

Road Commissioner Beaumier requested to have an Executive Session after this meeting in order to review and discuss an application received for a truck driver/laborer. An additional Executive Session for this purpose has been added.

d. Town Administrator Ruth Glaeser – no written report.

Selectmen's Comments: Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, November 29th 2016 and Tuesday December 13th 2016 at the Town Office beginning at 6:30 p.m.

The Town Office will be closed in observance of the Thanksgiving Holiday on Thursday, November 24th 2016 and Friday November 25th 2016.

Executive Sessions:

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., ss 405(6)(A) -Personnel Matters – Discussion of Administrative Department Reviews preceded by a brief recess at 7:30 p.m.

Respectfully submitted,

Jill S. Toher
Meetings Secretary

Chairman Wakeman Announced the Board came out of Executive Session at 7:43 p.m.

ACTION TAKEN: None.

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., Chapter #13, Section 405(6)(C) – Real Estate at 7:43 p.m. Selectman Blake Second. Motion Carried 5-0.

Chairman Wakeman Announced the Board came out of Executive Session at 7:52 p.m.

ACTION TAKEN: None.

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., ss 405(6)(A) – Personnel – Discussion of Public Works Reviews at 7:53 p.m. Selectman Stewart Second. Motion Carried 5-0.

Chairman Wakeman Announced the Board came out of Executive Session at 8:17 p.m.

ACTION TAKEN: **Chairman Wakeman Moves** to accept reviews. Selectman Stewart Second. Motion Carried 5-0.

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel – Public Works at 8:18 p.m. Selectman Blake Second. Motion Carried 5-0.

Chairman Wakeman Announced the Board came out of Executive Session at 8:56 p.m.

ACTION TAKEN: **Chairman Wakeman Moves** to authorize the Road Commission to make a job offer. Selectman Blake Second. Motion Carried 5-0.

Adjournment: **Selectman Libby Moves** to Adjourn at 8:57 p.m. Selectman Stewart Second. Motion Carried 5-0.

Respectfully submitted,

Jeffrey Wakeman
Chairman

Attachment #1: Codes Official Baines Office of Codes Enforcement Report dated November 15th 2016, two pages.

Attachment #2: Fire Chief/EMA Director William St. Michel's Fire and Rescue Selectmen's Report dated November 15th 2016, one page.

Attachment #3: Road Commissioner Calvin Beaumier's Durham Public Works Department Head Report dated November 15th 2016, one page.