

NOTICE OF PUBLIC MEETING
Town of Durham Board of Selectmen
Jeff Wakeman, Chairman
Sarah Hall, Vice-Chair
Joshua Libby
Mark Blake
Michael Stewart

The regular meeting of the Durham Board of Selectmen will be held on **TUESDAY, December 13th, 2016 at 6:30 p.m.** at the Durham Town Office, 630 Hallowell Road, Durham, Maine 04222.

AGENDA

Consideration of:

- I. Call to Order & Establishment of Quorum**
- II. Pledge of Allegiance**
- III. Amendments to Agenda**
- IV. Public Comment**
- VIII. Consent Agenda: *(Any Board member may request to have an item removed from the consent agenda for discussion)***
 - a) Approve Treasurer's Payables Warrant**
 - b) Approval of November 29th 2016 selectman meeting minutes**
 - c) Correspondence**
 - 1. ~~Comeast Letter~~ DELETE**
 - 2. MMA Letter from Lance Lemieux**
 - 3. Durham Heating Fund Donation**
 - 4. Androscoggin Land Trust Thank You**
- IX. Action & Discussion Items:**
 - a) Recognition of Joe Donovan**
 - b) Discuss Budget with Budget Committee**
 - c) Discuss Website RFP**
 - d) Tax Foreclosure Sale**
 - e) Coastal Humane Society Contract**
 - f) Discussion of Audit Recommendations**
 - g) Appointment of Jonathan Pollock to the Scholarship Committee**
- X. Departments/Committees**
 - a) Code Enforcement**
 - b) Fire Chief**
 - c) Road Commissioner**
 - d) Town Administrator**
- XI. Selectmen's Comments:**
 - a) Upcoming Meeting(s):**

Regular Selectmen's Meetings will be held:
Tuesday, December 27th, 2016 at 6:30 p.m.
Tuesday, January 3rd, 2017 at 6:30 p.m. (budget discussion)
Tuesday, January 10th, 2017 at 6:30 p.m.

Adjourn

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
December 13th 2016**

Call to Order: Vice Chairman Hall called the meeting to Order at 6:30 p.m.

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

Quorum: Vice Chairman Hall 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 Department/EMA Director William St. Michel, Codes Official Paul Baines.

Residents Present: Joe Donovick. Budget Committee members Terry Kirk, Milton Simon, Michael Fitzpatrick, Leah Fisher.

Amendments to Agenda: Under Consent Agenda Delete item C-1 – Comcast letter.

Public Comments: None.

Consent Agenda:

- a. Approve Treasurer's Payable Warrant -
- b. Approval of Selectmen's Meeting Minutes – November 29th 2016
- c. Correspondence –
 - 1. Comcast Letter - deleted
 - 2. MMA Letter from Lance Lemieux
 - 3. Durham Heating Fund Donation
 - 4. Androscoggin Land Trust Thank You

Selectman Stewart requests to hold off Approving the Consent Agenda until he is able to get clarification of equipment repair expenditures on the Payables Warrant pertaining to the Fire Department.

Selectman Stewart received clarification during the Fire Chief's Report of equipment expenditures as follows: Engine #21 – valves-pump test; Tank #29 – valves-pump test; and, Engine #24 wiring harness work.

Selectman Stewart Moves to Approve the Consent Agenda including Treasurer's Warrant as stated. Selectman Stewart Second. Motion Carried 4-0.

Action and Discussion Items:

a. Recognition of Joe Donovick – Vice Chairman Hall presented a Certificate of Recognition to Joe Donovick who is retiring after his many years of service on the Historic District Commission.

b. Discuss Budget with Budget Committee – During the discussion, Terry Kirk asked for clarification of line #38 – Capital Improvements as it pertains to grants and reimbursements. He was advised by AA/TA Glaeser that the figures he is looking for will be supplied in the year-end revenue account report. Vice Chairman Hall further explained that the expense report updated through the end of November is being presented tonight.

Milt Simon commented that propane costs are lower and was advised that last winter was warmer than expected. He was also advised that a contract was signed for a three year term as it is less expensive than contracting on a yearly basis.

Milt Simon also asked why the ½-ton truck actually cost about \$10,000.00 less than expected. He was advised by Road Commissioner Beaumier that the Town was given \$10,000.00 as a trade-in allowance for the old truck.

Milt Simon questioned the Road Commissioner's Salary Line and was advised Durham is waiting for a reimbursement of \$2,434.23 from Pownal.

Michael Fitzpatrick questioned the Fire Chief regarding the deficit in Maintenance/Repair account. The Fire Chief stated the gear washer-extractor had to be repaired which was an unexpected expense.

Milt Simon requested that AA/TA Glaeser provide the Budget Committee with updated Health Insurance quotes.

c. Discuss Website RFP – PIT Brown recommended the Selectmen approve her recommendation to go with Virtual Towns and Schools which has local Maine roots. Virtual Towns and Schools would tailor a website for the Town's needs. The company would also provide continual IT Support, safety and consistent updating including a complimentary revamp after four years.

PIT Brown stated the initial one time set up cost is \$6,000.00 which will be split over two years. Also discussed was the transition phase, during which PIT Brown added the anticipated overlap would be about four months.

Selectman Libby Moves to go with Virtual Towns and Schools. Selectman Stewart Second. Motion Carried 4-0.

d. Tax Foreclosure Sale – AA/TA Glaeser presented the Board with information pertaining to a pending tax foreclosure sale including a draft letter to send out to the residents in default. AA/TA Glaeser also provided a schedule of Steps for Sale pertaining to this property.

Selectman Blake Moves to approve the AA/TA to send the letter out on the Tax Foreclosure Property. Selectman Stewart Second. Motion Carried 4-0.

e. Coastal Humane Society Contract – AA/TA Glaeser advised that the proposed contract is the same as last year and will cover January 1st 2017 through December 31st 2017, at a cost of \$5,002.40.

Selectman Libby Moves to Accept the Coastal Humane Society contract as presented. Selectman Blake Second. Motion Carried 4-0.

f. Discussion of Audit Recommendations – AA/TA Glaeser reviewed a portion of the Audit Management Report dated December 31st 2015 pertaining to Segregation of Duties, Journal Entries, Credit Cards and Municipal Valuation Return. She reviewed each segment adding her recommendations which included writing a draft policy on processing NSF checks and implementing Selectman Oversight of her weekly manual Journal Entries for the Board to consider. Selectman Blake will monitor the process of AA/TA Glaeser making Journal Entries on a weekly basis.

g. Appointment of Jonathan Pollock to Scholarship Committee-

Selectman Libby Moves to Appoint Jonathan Pollock to the scholarship Committee. Selectman Stewart Second. Motion Carried 4-0.

Department/Committees:

a. Codes Official Paul Baines – presented and reviewed his two page report. The Codes Official's two page report dated December 13th 2016, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

In addition to the information in the Code Official's report, he stated that the Durham Leisure Center, LLC wants to expand two campsites that currently do not have the required setback. The land in question is a small land locked piece of Town owned land which is contiguous to the proposed campsites. The Owners would like to purchase this lot. The Selectmen agreed this strip of land, which is less than 1/4 acre, and has no monetary value to the Town.

Following a lengthy discussion regarding the semantics of a potential sale it was the consensus of the Board to turn the land over to the campground provided it is accepted with no cost to the Town. This would include the Houts sign a contract of sale and pay all legal and filing fees. It was also agreed between the Board members to give/sell the land for a \$1.00 and have AA/TA prepare a contract make the arrangements.

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 December 13th 2016, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

The Fire Chief stated that now that the floor repairs have been completed, he is requesting the Board approve an expenditure for \$1,000.00 to strip and wax all tile floors per a quote he received from Mike's Flooring from monies remaining in the capital funds account. A discussion regarding options pertaining to funding this request followed.

Selectman Stewart Moves to Approve \$1,000.00 to strip and wax the floors from monies left over from the operating budget account. Selectman Stewart Second. Motion Carried 4-0.

c. Road Commissioner Calvin Beaumier – presented and reviewed his one page report. The Road Commissioner's one page report dated December 13th 2016, hereinafter referred to as Attachment #3, is attached hereto and incorporated herein and made a part of these Minutes.

The Road Commissioner also presented a reconciliation between Durham and Pownal by date including personnel costs. As of November 1st 2016, Durham owes Pownal \$1,557.41.

Road Commissioner Beaumier also presented a draft Street Entrance/Driveway Application/Permit for the Board's review. During the brief discussion, Road Commissioner Beaumier suggested changing the "Return to:" to the Codes Official, who, when approved, would give to the Road Commissioner for his inspection.

Selectman Stewart reminded the Road Commissioner provide him with an itemization of costs for man hours expended for work performed pertaining to the Bond.

d. Town Administrator Ruth Glaeser – no written report.

Selectmen's Comments: Vice Chairman Hall announced the following: Regular Selectmen's meetings will be held on Tuesday, December 27th 2016, Tuesday, January 3rd 2017 for first Budget discussion, and Tuesday, January 10th 2017 at the Town Office beginning at 6:30 p.m.

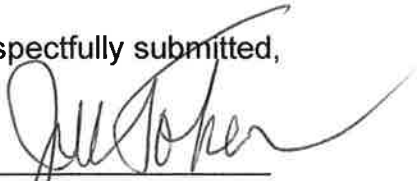
Vice Chairman Hall also announced the Town Office will be closed on Monday, December 26th 2016 in observance of the Christmas holiday.

The Office will also close at 12:00 noon on Friday, December 30th 2016 so that the staff can close the books for 2016.

The Office will be closed on Monday, January 2nd 2017 in observance of the New Year's Day holiday.

Adjournment: **Selectman Stewart Moves** to Adjourn at 8:57 p.m. Selectman Libby Second. Motion Carried 4-0.

Respectfully submitted,



Jill S. Toher,
Meetings Secretary

Attachment #1: Codes Official Baines Office of Codes Enforcement Report dated December 13th 2016, one page.

Attachment #2: Fire Chief/EMA Director William St. Michel's Fire and Rescue Selectmen's Report dated December 16th 2016, one page.

Attachment #3: Road Commissioner Calvin Beaumier's Durham Public Works Department Head Report dated December 13th 2016, one page.



TOWN OF DURHAM
630 Hallowell Road
Durham, Maine 04222

Office of Codes Enforcement

SELECTMENS MINUTES
12-13-2016
ATTACHMENT #1
2 pages

Tel. (207) 353-2561
Fax: (207) 353-5367

To the Selectman
12/13/2016

I have been looking at the new home permits that have been issued this year and they tell an interesting story for Durham going into 2017. Most of the permits for new homes have been for subdivision properties. As there have been no new subdivisions in Town for some time the available building lots are decreasing quickly. I am expecting this to continue and that the end result is likely to be an upcoming push by developers for new subdivisions. 2017 should be a busy year.

I would like to offer the Town the opportunity to replace the Runaround Park sign. The current sign is in need of a face lift. I would think that as the Royal River Land Trust and L L Beans use the facility often and would also like to increase their presence there that it would be good to approach them for a donation to this proposed idea. If we could raise enough outside funds to have the sign professionally painted and the Public Works could or would agree to do the install I would carve the sign as a donation. I think we could come up with a very nice option for little or no money from the tax payers.

As the Codes Office has become more actively involved in the built environment in Durham over the last few years the quality of that environment has increased substantially. The end result is that the builders with a better understanding of the Building Code are the ones that are predominantly still working here. This may just be coincidental. I have also been trying to do education outreach with many of the builders that are pulling permits here. I have shown them a new publication that covers much of the requirements for residential building under MUBEC. Many of these builders have ordered multiple copies for themselves and their lead carpenters. One builder is actually starting a weekly meeting and using this time to go through the book one chapter at a time. I have also been requested to meet with one builders designer to help them understand how best to include many of these requirements into their designs and plans as well as helping with simplified calculations for things like footings, headers, joist, and rafters etc.. One builder even asked me to help do a site plan review for their own lot in a neighboring community. I enjoy this part of my job very much and as many of these builders want to understand better what is expected of them it seems they enjoy this as well.

I would like to ask the Board to please make the Codes Office a stand-alone Department much as the Public Works and the Fire Department are. I am already tasked with giving you regular department updates and proposals and am responsible as a Department already minus the title. The job is definitely outside the scope of knowledge for the Administrative Assistant to the

Fire & Rescue

Selectmen's Report 12/13/16

1. Mike's Flooring was in today and has completed the tile project. I do have a price quote from them to come in and strip and wax all the tile floors. The quote is for \$1000. I would like to request the Board authorize that service and allow the use of remaining capital funds for payment.
2. The dry hydrant on Beaver Woods has been repaired. Most of the growth in the pond has been cleaned out.
3. The SHAPE Inspection was November 28th. They came back in on December 1st to verify some additional information. There were no labor hazards found. Therefore we were eligible for not just a two year renewal but a four year renewal of our SHAPE recognition. I have made a copy of the written notification for the Town Office file. I believe it may be a document that can be submitted to Workers Comp to assist with our rates.
4. The Truck 24 wiring harness work has been completed.
5. The SCBA flow tests have been completed
6. The annual medical evaluations were conducted on December 3rd. There are only a couple of people that do not have them done.
7. Fit testing was started December 3rd and will be conducted again in conjunction with the annual mandatory trainings scheduled for December 29th.
8. The kitchen hood inspections for the Station and Community Center have been completed.

Durham Public Works Department Head Report 12- 13-2016

- 1- Wrapped up ditching for the season. Gave up any hopes of an extended season like last year.
- 2- Entire crew has been working on equipment for winter plow season.
- 3- We have plowed two storms so far and treated roads for ice on another two occasions.
- 4- Received second salt delivery and pushed up for start of the 2016-17 plowing season.
- 5- Received first liquid de-icing agent delivery and crew has treated salt with it at a rate of 8 gallons per ton.
- 6- Submitting DEP Stream Smart Crossing Grant application this week.
- 7- Still looking for on-call drivers for winter plowing.
- 8- Overlapping plow drivers at the intersection of Newell Brook and Pinkham Brook Roads.
- 9- Need legal opinion from MMA regarding landowners putting snow in the road so I can write a form letter that cites a specific statute they are violating.
- 10- Crew attended a Snow and Ice Control workshop in Portland.