

**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, January 10<sup>th</sup>, 2017 at 6:30 p.m.** at the Durham Town Office, 630 Hallowell Road, Durham, Maine 04222. There will be an Executive Session before the regular meeting beginning at 6:00 p.m.

**AGENDA**

**Consideration of:**

- I. Call to Order & Establishment of Quorum**
- II. Pledge of Allegiance**
- IV. Amendments to Agenda**
- V. Public Comment**
- VI. 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 December 29<sup>th</sup>, 2016 selectman meeting minutes**
  - c. Approval of January 5, 2017 selectman meeting minutes**
  - d. Correspondence**  
*1. 2 LETTERS FROM DOT*
- VII. Action & Discussion Items:**
  - a. Budget Discussion – Fire Department**
- VIII. Departments/Committees**
  - a. Fire Chief**
  - b. Code Enforcement**
  - c. Town Administrator**
  - d. Road Commissioner**
- IX. Selectmen's Comments:**
  - a. Upcoming Meeting(s):**  
**Regular Selectmen's Meetings will be held:**  
**Tuesday, January 24<sup>th</sup>, 2016 at 6:30 p.m.**  
**Tuesday, February 7<sup>th</sup>, 2016 at 6:30 p.m.**  
  
**Nomination papers for two (2) Selectmen, three (3) Budget Committee Members and one (1) School Board Member are available at the Town Office**
- X. Executive Session-Pursuant to 1 M.R.S.A. 405(6)(A)-Personnel – Personnel Matters**

**Adjourn**

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
January 10<sup>th</sup> 2017**

**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, Fire Department/EMA Director William St. Michel, Codes Official Paul Baines. Secretary Jill Toher, excused.

**Residents Present:** None.

**Public Comments:** None.

**Amendments to Agenda:** Chairman Wakeman adds under Consent Agenda – c) Correspondence item #1 – 2 Letters from the DOT regarding upcoming work in Town; and, under Action and Discussion Items – item b) Three (3) Appointments.

**Consent Agenda:**

- a. Approve Treasurer's Payable Warrant
- b. Approval of Selectmen's Meeting Minutes – December 27<sup>th</sup> 2016
- c. Approval Selectmen's Meeting Minutes – January 5<sup>th</sup> 2017
- d. Correspondence –
  - 1. 2 letters from DOT re: Upcoming Work in Town

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

**Action and Discussion Items:**

**a. Budget Discussion – Fire Department** – Chief St. Michel presented an overview of his budget requests for 2017.

He stated the request for Chief's Salary has been adjusted back to 52 weeks. He is requesting a 5% pay increase for 2017.

Chief St. Michel stated that labor increases are basically due to the new State wage law for members paid by stipends, part timers and hourly employees. He requested a 50% increase

or the Deputy Chief due to an increase in operational duties.

Support and benefits are predicated on wage requests.

Utilities, which is CMP used for lighting, etc., the request is down \$240.00 from last year due to changes in lighting.

For Propane, the request is based on using 3,600 gallons @\$129.9/gallon.

Building Maintenance is up due to cleaning and waxing of floors and other repairs.

Items in the Equipment Maintenance Account addressed included installation of a Knox Box vault and back up cameras; flow and pump tests along with SCBA have been hired out. Chief St. Michel stated the cost of an entire SCBA costs between \$7,000.00 to \$8,000.00, adding there comes a time when it is not feasible or safe to do repairs. He added he has applied for a Grant for SCBA apparatus.

The Hydrants line is down due to sharing with the DPW and extrication has decreased from \$1,300.00 to \$1,000.00. Ladders expense increased to \$4,377.94 from the \$1,700.00 budgeted. The request for ladders is \$2,500.00 for 2017. Apparatus Maintenance is up \$2,890.49 primarily for unexpected work on the Rescue and Engine #22.

Training aids increased by \$666.82 in order to purchase upgraded CPR manekins. The Fire Chief stated he is requesting the same as last year, \$500.00.

A brief discussion revolved around fuel. Chief St. Michel is budgeting \$2.70 per gallon although rates continue to rise. He advised that Downeast is taking the State Tax off the fuel price when billing.

The Dues Account reflects an overall increase of \$217.00. The Chief's Expense account reflects an overall increase of \$400.00 over last year's request. Prevention was way underspent due to a lack of personnel to engage in projects with the school children.

For the Fire Reserve Account, Chief St. Michel is requesting \$50,000.00 up from \$45,000.00 from last year.

Chief St. Michel advised he would like to get some work done on the Modular, primarily to create offices by applying for a Walmart grant. It was suggested that Lowe's and Home Depot also give grants.

Chief St. Michel said he intends to apply for a Grant to replace the aging cardiac monitor as well as apply for a Risk Services grant. He stated he will also apply for a staffing grant but the odds are one in one hundred of winning that grant.

He has prepared a Warrant Article to fund a new Engine to replace Engine #22 with a cost not to exceed \$486,000.00 with the first payment due in 2018.

Finally, Chief St. Michel reviewed three options to help with staffing. The estimated costs range from \$83,962.00 to \$135,050.00. The options would be for two persons working opposite twelve hour shifts with a pay range between \$16.00 to \$17.00 per hour plus benefits.

Chief St. Michel stated that most of the EMS calls occur during weekdays between 7 a.m., and 5 p.m., daily. He also stated that Durham has a fair number of senior citizens as well.

Briefly discussed was outsourcing EMS calls. Chief St. Michel stated he doesn't recommend this as average response time could average one-half hour or more as it did originally before the Town had a rescue unit. He added that in the first ten days of January, there have been nine rescue calls. He will see if he can get a quote from an outside source to provide ambulance service for Durham.

**b. Three Appointments – Vice Chairman Hall Moves** to accept each application for appointment as presented. Selectman Libby Second. Motion Carried 5-0.

#### Department/Committees:

**a. Codes Official Paul Baines – No written report.** The Codes Official stated he and AA/TA Glaeser met with Allen and Kyle from the Royal River Conservation Trust to request consideration for their support at Runaround Pond Park and were advised a \$5,000.00 grant is available for working with conservation land along the Royal River. The Royal River Conservation Trust made a commitment for a new sign at Runaround Pond Park, update the gate across the road as well as make some small repairs to drive that leads to the dam. Should there be any monies left over, plans to install a small Kiosk at the Park would be considered as long as the Royal River Land Trust logo appear on the sign.

Sign ideas were presented and Board members agreed that sample #1 was best.

**Selectman Blake Moves** to go with sample number one. Selectman Stewart Second. Motion Carried 5-0.

Also discussed were alternatives to the gate across the road from the park. Selectman Blake suggested placing boulders strategically so that only snowmobiles and ATV's could pass between the rocks.

Briefly discussed was the Marijuana Moritorium and the review of paperwork from MMA and Gardiner, Me. The Codes Official stated that the State is at least seven to nine months out, however the Planning Board should be looking into developing some standards including licensing and fees, structures and conditions of use and where this type of business can be located, hours of operation and restrictions regarding school, daycare and places of worship.

**b. Fire Chief/EMA Director William St. Michel – No written report.** The Fire Chief stated the Homeland Security Grant for 2015 is here. Also, the next be a County EMA Hazmat class will be held on Thursday, February 16<sup>th</sup> 2017 in Lewiston beginning at 5:30 p.m. The Fire Chief stated 99% of the focus will be on roads.

Chief St. Michel stated that he gained five persons through recruitment, however the Department lost five due to moves and other various reasons. He did advise that he has two more applications pending.

**c. Road Commissioner Calvin Beaumier – presented and reviewed his one page report.** The Road Commissioner's one page report dated January 10<sup>th</sup> 2017, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

The Road Commissioner reported that a truck skidded and ran off Davis Road during an ice storm and was successfully pulled pack onto the road. He also reported that due to the heavy mixture of snow/ice/snow, he had to put smaller trucks with plows out due to the weight of the medium that needed to be moved.

The Selectmen requested figures for labor and associated costs charged to the road bond.

**d. Town Administrator Ruth Glaeser – no written report.** AA/TA Glaeser stated nominations need to be made for the 2017 Spirit of America Award. Advertising will be posted to the website and Town Channel.

AA/TA also reported that the Audit is going well. She also requested leave for a two week period beginning July 10<sup>th</sup> 2017 through July 21<sup>st</sup> 2017.

**Vice Chairman Hall Moves** to Approve AA/TA Glaeser's request for leave. Selectman Blake Second. Motion Carried 5-0.

**Selectmen's Comments:** Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, January 24<sup>th</sup> 2017 and Tuesday, February 7<sup>th</sup> 2017 at the Town Office beginning at 6:30 p.m.

There will be a Selectmen's Meeting to discuss the Budget on Tuesday, February 17<sup>th</sup> 2017 at the Town Office beginning at 6:00 p.m.

Nomination papers for two (2) Selectmen, three (3) Budget Committee Members and one (1) School Board Member are available at the Town Office.

**Executive Session:**

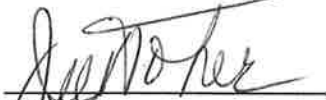
**Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) -Personnel Matters – at 8:20 p.m., preceded by a brief recess.

**Chairman Wakeman Announced** the Board came out of Executive Session at 8:35 p.m.

**ACTION TAKEN:** **Chairman Wakeman Moves** to authorize AA/TA Glaeser to write a letter with signature of Chair and mail to employee. Selectman Blake Second. Motion Carried 5-0.

**Adjournment:** **Vice Chairman Hall Moves** to Adjourn at 8:40 p.m. Selectman Stewart Second. Motion Carried 5-0.

Respectfully submitted,

  
Jill S. Toher,  
Meetings Secretary

Attachment #1: Road Commissioner Calvin Beaumier's Durham Public Works Department Head Report dated January 10<sup>th</sup> 2017, one page.

## Durham Public Works Department Head Report 1- 10-2017

- Plowing snow and treating roads for freezing rain. Storms back to back have given the crew little time to recuperate but still making it happen. Crew had to plow Heavy snow on Dec 29<sup>th</sup> -30<sup>th</sup> for over 33 straight hours. Crews have had a lot of tree cleanup to do since. Snow was so heavy that big trucks had to have the pickups and one tons punch through on the hills before they could make it through. We had unheard of snow fall rates at times of 6" per hour that left us lost on the road just looking for snow banks to tell us if we were in the road or not. On Jan 3<sup>rd</sup> -4<sup>th</sup> we were treating gravel roads due to heavy rain when against all forecasts the temps fell below freezing and the entire 70 plus miles of roads froze at once. Fortunately all trucks were on the road already and started sanding immediately, however, morning commute was still affected for an hour or more while trucks were treating the pavement.
- Working on stream crossing grants.
- Working on budget for 2017.
- Continued work on a plan for 2017 road construction with a bond scenario to include Shiloh and Davis Roads. Also working on maintenance i.e. shim and overlay, chip-seal plan.