

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
May 2nd 2017**

Call to Order: Selectman Wakeman called the meeting to Order at 6:30 p.m.

Members Present: Chairman Jeffrey Wakeman, Vice Chairman Mark Blake, Selectman Richard George, Selectmen Kevin Nadeau, Selectman Todd Beaulieu.

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 Chief/EMA Director William St. Michel.

Residents Present: Claudia Labbe, Christine and Daniel Labbe, Joe Howe, Michael Stewart, Kendra O'Connell.

Amendments to Agenda: None.

Public Comments: Resident Michael Stewart asserted the total cost per foot for the Rabbit Road and Runaround Pond Road is incorrect. He also asserted that erosion control, flaggers and per foot ditching costs are not included. AA/TA Glaeser explained the figures and will print an itemization for Mr. Stewart.

Mr. Stewart also wanted to know when the ditching on the Quaker Meetinghouse Road will be finished. He added that Lisbon is having all road work solely done by contractors and not by the Lisbon DPW crew.

Scout Leader Joe Howe reported on the current eagle project at War Memorial Park. He stated that Morin Brick and Gagne and Sons have been contacted. The flag poles are now straight. The flashing is now sealed to the poles around the concrete footings which are galvanized inside. Excess sand that accumulated was removed.

Scout Leader Howe provided an update on phase two of the Eagle Scout project as his son, Hunter is not feeling well. The plan includes purchasing engraved bricks which will honor each branch of the service plus an additional with Justin and Hunter's names on it with an estimated cost of \$300.00. Last year, donations were used first before the \$300.00 from the Town was allocated, leaving those monies reverting back to the Town. He reported, at this point, Hunter's expenses may run in excess of this year's Town allocation of \$300.00. The hope is that any shortfall this year will be made up by private donations.

Consent Agenda:

- a. Approve Treasurer's Payable Warrant
- b. Approval of Selectmen's Meeting Minutes – April 18th 2017
- c. Approval of Pay Rates for SelectBoard and Animal Control
- d. ACO Report
- e. Correspondence
 - 1. Memorandum from Jack Conway, Esquire Regarding Deed (removed from Consent Agenda)

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

Selectman George Moves to follow Counsel's recommendation and prepare a Release Deed. Vice Chairman Blake Second. Motion Carried 5-0.

Action and Discussion Items:

a. Scholarship Award Presentation – Kendra O'Connell presented Claudia Labbe the 2017 Town funded Scholarship Award for the amount of \$1,000.00.

b. Act on Assigning Liasons – Following some discussion, the following Selectmen agreed to becoming department liasons as follows: Office – Vice Chairman Mark Blake; Fire Department – Chairman Jeff Wakeman; DPW – Selectman Richard George.

The following Selectmen agreed to becoming Committee/Board//Commission/Society liasons as follows: Planning Board/Appeals Board/Comprehensive Planning Committee – Selectman Kevin Nadeau; Historic District Commission/Eureka Community Center/Historical Society/Cemetery/Memorial Day Committee and any other smaller committees – Selectman Todd Beaulieu.

c. Salary Survey on Health Care Coverage – AA/TA Glaeser distributed MMA's Salary Survey Results and presented a power point, reviewing each slide, for Health and Dental Comparisons for the Board's review. The results presented represents twenty-one communities located in Androscoggin County only. Currently, Durham is in the ninth (9th) percentile. Durham is paying eighty (80%) for single coverage with the norm being ninety (90%) percent. Family coverage is paid at eighty (80%) percent. The deductible is \$200.00 per year.

During a lengthy discussion of types of plans available (ie. HRA's, groups, co-pays etc.) Chairman Wakeman requested AA/TA prepare a comparison of plans for the next meeting.

d. Historic District Commission –

1. Resignation of Richard Hodges - Vice Chairman Blake Moves to accept the resignation of Richard Hodges with regret. Selectman Nadeau Second. Motion Carried 5-0.

2. Appointment of Anita Sellars to Full Member- Vice Chairman Blake Moves to Appoint Anita Sellars to full member of the Historic District Commission. Selectman Nadeau Second. Motion Carried 5-0.

Department/Committees:

a. Fire Chief/EMA Director William St. Michel – presented and reviewed his one page report. The Fire Chief/EMA Director's one page report dated May 2nd 2017, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

A question and answer period followed regarding the new per-diem hire position.

Chairman Wakeman Moves to approve the job description given here pending attorneys review and recommendations. Vice Chairman Blake Second. Motion Carried 5-0.

Briefly discussed were the homeowners insurance companies inquiries about the ISO ratings. Currently, Durham is rated at a nine.

A discussion followed regarding the need for the Fire Chief/EMA Director and Road Commissioner to report at each Selectmen's meeting. Chairman Wakeman suggested that the schedule be changed to one department head every other Tuesday and should there be three meetings in one month, no department heads will be required to attend. It was decided that the Fire Chief/EMA Director will attend the first Tuesday of each month and the Road Commissioner will attend the second Tuesday of each month.

Chairman Wakeman suggested that department head reports be posted on the website.

c. Road Commissioner Calvin Beaumier – presented and reviewed his one page report. The Road Commissioner's one page report dated May 2nd 2017, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

Road Commissioner Beaumier reported he has been following repair progress at the War Memorial Park. He stated he has been meeting with a carpenter and expects to receive repair plans and estimate. He stated, that if all goes well, the repairs can be completed by Memorial Day.

It was decided that AA/TA Glaeser will contact Candice DeCsipkes for the purpose of scheduling a meeting pertaining gazebo repairs.

A Special Town meeting will be required to appropriate money for the road culvert grants, but, cannot be scheduled until all the paperwork, plans and costs are available.

Road Commissioner Beaumier presented an updated road survey, which opened up a long conversation about semantics as to how to proceed to repair/re-build roads. It was decided that the Selectmen will review the survey independently and discuss again at a later date.

The Road Commissioner also reported he has started work on preparing a capital plan separating our re-builds and maintenance.

d. Town Administrator Ruth Glaeser – no written report. AA/TA reported that a new laser printer for DMV registrations has been installed and 2016 Tax Liens will be placed on Friday, May 5th 2017;

In addition, AA/TA Glaeser supplied the following for the Selectmen's review: Draft Timeline for Special Town Meeting, Draft Warrant for Special Town Meeting, 2017 Budget expenditures through March 31st 2017. Also discussed were the list of goals for 2017.

Selectmen's Comments: Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, May 16th 2017 and Tuesday, May 30th 2017 at the Town Office beginning at 6:30 p.m.

Bulky Waste Day will be held on Saturday, May 20th 2017 from 9:00 a.m. to 3:00 p.m. at the DPW Building on Royalsborough Road.

The Eureka Center will be holding a plant and food sale on Saturday, May 20th 2017 and Sunday, May 21st 2017 from 9:00 a.m. to 3:00 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 – Personnel Matters at 9:03 p.m., followed by a brief recess. Selectman George Second. Motion Carried 5-0.

Respectfully submitted,

Jill S. Toher
Meetings Secretary

Chairman Wakeman Announced the Board came out of Executive Session at 11:13 p.m.

ACTION TAKEN: None.

Adjournment: **Selectman George Moves** to Adjourn at 11:14 p.m. Selectman Beaulieu Second. Motion Carried 5-0.

Respectfully submitted,

Jeffrey Wakeman
Chairman

Attachment #1: Fire Chief/EMA Director William St. Michel's Fire and Rescue Selectmen's Report dated May 2nd 2017, one page.

Attachment #2: Road Commissioner Calvin Beaumier's Public Works Department Head Report dated May 2nd 2017, one page.