

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
April 4th 2017**

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

Pledge of Allegiance: Completed.

Election of Chair and Vice Chair: **Selectman Blake Moves** to nominate Jeffrey Wakeman as Chairman. Selectman Nadeau Second. Motion Carried 4-0.

Selectman Nadeau Moves to nominate Mark Blake as Vice Chairman. Selectman Beaulieu Second. Motion Carried 3-0 with Mark Blake abstaining.

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

Quorum: Vice Chairman Blake announced a Quorum had been met with four (4) members present.

Also Present: AA/TA Ruth Glaeser; Road Commissioner Calvin Beaumier; Fire Chief/EMA Director William St. Michel; Meetings Secretary Jill Toher.

Residents Present: None.

Public Comments: None.

Consent Agenda:

- a. Approve Treasurer's Payables Warrant
- b. Approval of Selectmen's Meeting Minutes – March 21st 2017
- c. BYOB Permit for the Amvets Hall
- d. Correspondence – none.

Selectman Nadeau Moves to Approve the Consent Agenda as presented. Selectman George Second. Motion Carried 4-0.

Action and Discussion Items:

- a. **Scholarship Award Presentation – to: Claudia Labbe by Kendra O'Connell - Tabled.**
- b. **Mechanic Job Description** – The Board reviewed and compared the current Mechanic's Job description to the new proposed description. Road Commissioner Beaumier explained the proposed job description updates.

Vice Chairman Blake suggested changing the lift pound limit from 100 pounds to 50 pounds. The remainder of the Board concurred. The conversation continued regarding the current modus operandi and how well the department has been functioning.

Vice Chairman Blake Moves to accept the proposed job description as Amended. Selectman Beaulieu Second. Motion Carried 4-0.

AA/TA Glaeser will advertise for this position as soon as possible in the usual manner.

c. Oaths – The Board reviewed and discussed the proposed Oaths of Office prior to approving them.

Vice Chairman Blake Moves to approve the following Appointments as presented: Elections Durham Planning Board, Comprehensive Plan Committee, Conservation Committee, Cemetery Committee, Durham Eureka Community Center Committee, Telecommunications Committee, Historic District Commission, Scholarship Committee Memorial Day Parade Committee, Treasurer/Tax Collector/Administrative Assistant/Town Administrator, General Assistance Administrator, Deputy General Assistance Administrator/ Deputy Town Clerk/ Deputy Tax Collector/ Deputy Treasurer, Interim Code Enforcement Officer/Plumbing Inspector/Building Inspector, Interim Animal Control Officer, Emergency Management Director, Town Clerk/Deputy Tax Collector/Deputy Treasurer/Registrar of Voting, Fire and Rescue Chief and Forest Warden. Selectman Nadeau Second. Motion Carried 4-0.

Vice Chairman Blake Moves to approve the following Durham Fire and EMS appointments: Deputy Chief, Deputy EMS, Assistant Chief and Assistant EMA Director. Selectman George Second. Motion Carried 4-0.

d. Treasurer's Disbursement Policy – The Board reviewed and discussed information contained in the Policy on Treasurer's Disbursement Warrants for State Fees for Employee Wages and Health Benefits.

Selectman Beaulieu Moves to Approve the Policy on Treasurer's Disbursement Warrants for State Fees and For Employee Wages and Benefits as presented. Selectman Nadeau Second. Motion Carried 4-0.

e. Property Tax Payment Policy - The Board reviewed and discussed information contained in the Town of Durham, Maine Property Tax Payment Policy for 2017.

Selectman Nadeau Moves to Approve the Property Tax Payment Policy for 2017 as presented. Selectman George Second. Motion Carried 4-0.

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 April 4th 2017, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

Chief St. Michel next answered questions posed by new Board members which included how the Grant process including funding works and questions regarding different types of fire engines including set up and capabilities. In addition, Chief St. Michel briefly touched upon ISO town insurability rates including what is required to qualify for a “nine” rating. ISO ratings affects homeowners' insurance.

b. Road Commissioner Calvin Beaumier – presented and reviewed his two page report. The Road Commissioner's one page report dated April 4th 2017, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

Road Commissioner Beaumier also answered questions from new Board members which included a history and discussion regarding the proposed Meadow Road closure by MDOT vs. a newly engineered intersection at the Route #125 end. Chief St. Michel added that traffic goes too fast for that corner and he will be happy to provide excessive speed information.

The Road Commissioner stated that he is waiting for a reply from GPCOG regarding an itemization of road striping costs.

Road Commissioner Beaumier reported that Ron Dube is number three on the waiting list for the MDOT training to be held on April 11th and April 12th 2017 with part two to be held in mid-May.

A general discussion followed regarding three vehicle accidents, two on the Rabbit Road and one in front of 1355 Royalsborough Road which occurred within the past week.

In addition, Interim Codes Official Beaumier provided a brief update on restructuring Codes department operations to streamline the process. He added that so far he has been keeping up with the work load associated with the Interim Codes Official position.

c. Town Administrator Ruth Glaeser – no written report. AA/TA Glaeser supplied the Board with an overview for the 2017 Durham Municipal Budget enacted effective at the April 4th 2017 Annual Town Meeting.

AA/TA Glaeser explained the figures, including the proposed mil rate changes. The actual figures will not be able to be completed until after the RSU#5 Annual Budget Election.

Selectmen's Comments: Vice Chairman Blake announced the following:

Regular Selectmen's meetings will be held on Tuesday, April 18th 2017 and Tuesday, May 2nd 2017 at the Town Office beginning at 6:30 p.m.

Executive Session: **Vice Chairman Blake Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel – Personnel Matters at 7:45 p.m., preceded by a brief recess. Selectman Nadeau Second. Motion Carried 4-0.

Respectfully submitted,

Jill Toher
Meetings Secretary

Vice Chairman Blake Announced the Board came out of Executive Session at 9:00 p.m.

ACTION TAKEN: **Selectman Richard George Moves** that the Town of Durham hire John Rankins as permanent Animal Control Officer. Selectman Beaulieu Second. Motion Carried 4-0.

Adjournment: **Selectman Nadeau Moves** to Adjourn at 9:02 p.m. Selectman George Second. Motion Carried 4-0.

Respectfully submitted,

Mark Blake,
Vice Chairman

Attachment #1: Fire Chief/EMA Director William St. Michel's Fire and Rescue Selectmen's Report dated November 15th 2016, one page.

Attachment #2: Road Commissioner Calvin Beaumier's Durham Public Works Department Head Report dated April 4th 2017, two pages.