

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
April 18<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 Mark Blake, Selectmen Kevin Nadeau, Selectman Todd Beaulieu. Selectman Richard George excused.

**Quorum:** Chairman Wakeman 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 Chief/EMA Director William St. Michel excused.

**Public Present:** Shawn Bennett, Duncan Chesley, Alan Stearns, Tamara Janson, Fred Fauver. Lisa Connell, Forecaster News.

**Amendments to Agenda:** None.

**Public Comments:** None.

**Consent Agenda:**

- a. Approve Treasurer's Payable Warrant
- b. Approval of Selectmen's Meeting Minutes – April 4<sup>th</sup> 2017
- c. Correspondence – none.

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

**Action and Discussion Items:**

a. **Royal River Conservation Trust** – Alan Stearns provided an update on acquisition activities. He stated the Trust is well aligned with its neighbors. He stated the Trust closed on a parcel of land donated by Diane and John (deceased) Ackerman in honor of John. The Trust would like to place a plaque on a boulder with bolts and epoxy and hold a small ceremony to honor all donors. He requested the Selectmen move to approve the Trust's proposal. In addition, he requested that the Selectmen move on future conservation work and to allow the Trust to accept a \$5,000.00 Grant for several small projects.

**Kevin Nadeau Moves** to authorize the Royal River Conservation Trust to install a brass plaque on Town-managed land at Runaround Pond, and to commemorate and applaud the

leadership and generosity of landowners and donors who have helped protect the pond and its surroundings between 1975 and 2017. Todd Beaulieu Second. Motion Carried 4-0.

The Trust honors the following: The late John Ackerman, Diane Ackerman the late Barbara Chesley, Duncan Chesley and David and Christine Colson. Thanks to their vision and commitment to conservation, Runaround Pond Recreation Area and Chesley Meadows Preserve are forever protected. The pond, meadows and woods are conserved for current and future generations.

Fred Fauver stated the Trust is always seeking more contiguous land, and added the Trust has been working well with the snowmobile association, Maine Forest Yurts and Oakwood Ranch.

**Kevin Nadeau Moves** to encourage the Royal River Conservation Trust to continue to conserve strategic parcels of land near Runaround Pond, working with willing landowners, and consulting with Town staff, Town committees and local businesses, and providing regular updates to the Board of Selectmen. Todd Beaulieu Second. Motion Carried 4-0.

The Trust secured a \$5,000.00 Grant from the Maine Outdoor Heritage Fund to repair and/or enhance public water access points.

**Kevin Nadeau Moves** to allow the Trust to spend \$5,000.00 in goods and services and to direct the AA/TA to oversee the work and send a thank you to the Royal River Conservation Trust from the Town when the work is done. Selectman Blake Second. Motion Carried 4-0.

**b. Tax Acquired Property Sale – Tabled.**

**c. Act on Contract with Town Hall Streams –** The Board reviewed and briefly discussed the contract.

**Selectman Blake Moves** to authorize the AA/TA to sign the contract contingent on her being satisfied that rights still remain with the Town. Kevin Nadeau Second. Motion Carried 4-0.

**d. Code Enforcement Position –** AA/TA Glaeser provided the Board with a chart containing a draft of five salary and benefits scenarios to consider. Chairman Wakeman stated he favors scenarios one or two. He added he has several questions for the Department of Labor which include whether a supervisory salaried position can be shared by the same individual who also holds an hourly paid position. Selectman Blake stated that, in his opinion, the Selectmen need to talk more before coming to a final decision on the exact job description including hours, etc. AA/TA Glaeser will compose a posting for Codes Official/Planner and mail to Board members for review.

Selectman Nadeau opined that the position should be posted immediately. A lengthy discussion followed.

**Selectman Blake Moves** to allow the AA/TA to put out a posting for 20 to 32 hours a week contingent that the Selectmen have not issues with current job description. Selectman Beaulieu Second. Motion Fails – two for - Beaulieu and Nadeau: two against – Wakeman and Blake.

**e. IT Request for Proposals** - The Board reviewed and briefly discussed information contained in the IT Support Services Request for Proposal.

**Selectman Nadeau Moves** to Authorize the AA/TA to put the RFP out for bid. Selectman Blake Second. Motion Carried 4-0.

**f. Response to Audit Recommendations** – AA/TA Glaeser provided her Response to Audit Notes 2016 for review, which found only two recommendations from the Auditors. AA/TA Glaeser reviewed her responses. Chairman Wakeman suggested that all postings to the General Ledger also be added to the Consent Agenda in addition to be countersigned by one Selectman . The remainder of the Board concurred. Also, beginning this year, AA/TA Glaeser will prepare a master list of all raises which will be signed by the Selectmen. Also, the Town will adopt a formal health insurance policy by May 31<sup>st</sup> 2017, which will also be included in the Employee Handbook.

**g. Appointment of Alden Allen to the Telecommunications Committee** - The Board reviewed the Application for Appointment of Alden Allen to the Telecommunications Committee.

**Selectman Blake Moves** to Appoint Assistant PIT Alden Allen to the Telecommunications Committee. Selectman Nadeau Second. Motion Carried 4-0.

#### **Department/Committees:**

**a. Fire Chief/EMA Director William St. Michel** – excused. No written report.

**b. Road Commissioner Calvin Beaumier** – presented and reviewed his one page report. The Road Commissioner's one page report dated April 18<sup>th</sup> 2017, hereinafter referred to as Attachment #2, is attached hereto and incorporated herein and made a part of these Minutes.

Road Commissioner Beaumier reviewed the itemization of the bid received from Allstates, which was the only bid received in the amount of \$253,815.86, and requests the Board accept their bid.

**Selectman Blake Moves** to send a letter to Allstates accepting their bid. Selectman Beaulieu Second. Motion Carried 4-0.

Road Commissioner Beaumier reported that the DEP awarded the Town of Durham both Grants for which he applied, totaling \$190,000.00. The projects need to be completed within two years with quarterly reports being filed with the DEP. The Town's share should be approximately \$76,720.00 for both culverts. The Town will need to hold a Special Town Meeting to authorize an appropriation. AA/TA Glaeser will get a timeline from the Town Clerk for a Special Town Meeting to be held on a Monday evening and report back.

During discussion, it was suggested that monies be taken out of the Roads Budget, then after Article is approved, reimburse the Roads Budget.

**Selectman Blake Moves** to Allow the Road Commissioner to go ahead with the engineering on the project. Selectman Nadeau Second. Motion Carried 4-0.

It was decided the final wording on the sign to be installed at the entrance/exit at the Durham/Lisbon Bridge will be "Welcome to Durham – Incorporated 1789". The wording will be done in gold leaf. Before ordering the Road Commissioner will send out a rendering to Board members.

The Road Commissioner stated he plans to pull road posting signs on April 20<sup>th</sup> 2017.

**d. Town Administrator Ruth Glaeser** – no written report.

AA/TA Glaeser stated amount of the mowing contract remains the same and that Cemetery Mowing Contract needs to be approved.

**Selectman Nadeau Moves** to allow the AA/TA sign the Cemetery Mowing Contract. Selectman Blake Second. Motion Carried 4-0.

**Selectmen's Comments:** Chairman Wakeman announced the following:

Regular Selectmen's meetings will be held on Tuesday, May 2<sup>nd</sup> 2017 and Tuesday, May 16<sup>th</sup> 2017 at the Town Office at 6:30 p.m.

There will be a Selectmen's Workshop held on Tuesday, April 26<sup>th</sup> 2017 at the Town Office beginning at 6:30 p.m.

Bulky Waste Day is scheduled for Saturday, May 20<sup>th</sup> 2017 at the DPW Building site from 9:00 a.m. To 3:00 p.m.

Clear bags for picking up road trash are available at the Town Office during the month of May.

**Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405 (6)(A) – Personnel Matters – Raises preceded by a brief recess at 8:25 p.m. Selectman Blake Second. Motion Carried 4-0.

Respectfully submitted,

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Jill Toher  
Meetings Secretary

**Chairman Wakeman Announced** the Board came out of Executive Session at 8:57pm.

**Action Taken: Chairman Jeff Wakeman Moves** to set pay rates as listed and agreed upon. Selectman Nadeau Second. Motion Carried 4-0.

**Adjournment: Selectman Nadeau Moves** to Adjourn at 9:00p.m. Selectman Blake Second. Motion Carried 4-0.

Respectfully submitted,

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Jeffrey Wakeman  
Chairman

Attachment #1: Road Commissioner's Durham Public Works Department Head Report dated April 4<sup>th</sup> 2017, one page.