

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
May 16th 2017**

Call to Order: Vice Chairman Blake called the meeting to Order at 6:09 p.m.

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

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

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 6:10 p.m. Selectman Nadeau Second. Motion Carried 4-0.

Vice Chairman Blake Announced the Board came out of Executive Session at 6:28 p.m.

ACTION TAKEN: None.

Vice Chairman Blake Announced a brief recess at 6:28 p.m.

Vice Chairman Blake reconvenes the regular Selectmen's meeting at 6:32 p.m.

Present: AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Fire Chief/EMA Director William St. Michel.

Others Present: Shannon Plourde, James Millhime, Terry Kirk, John Simoneau, Brian Pike, Milton Simon, Mark Farrin, Leigh Fisher, Michael Stewart, Becky Foley, Michelle Lickteig.

Amendments to Agenda: None.

Public Comments: Michael Stewart distributed to Board members a Memorandum from the Lisbon Public Works Director Ryan Leighton which contains pricing for various elements pertaining to road excavation/repairs recently received in response to RFP's for informational purposes.

Consent Agenda:

- a. Approve Treasurer's Payable Warrant**
- b. Approval of Selectmen's Meeting Minutes – May 2nd 2017**
- c. Approval of Special Event at Runaround Park**
- 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. Budget Committee Discussion – Vice Chairman Blake opened the floor to Budget Committee members for the purpose of taking questions pertaining to the March 31st 2017 Budget Expenditure Report.

Terry Kirk requested clarification on page four. AA/TA Glaeser stated it should be Fire Department and not DPW as erroneously typed. Milt Simon noted the Road Commissioner's salary expense is over budget. AA/TA Glaeser stated that Pownal had not, as the date of the report, made reimbursement to Durham Reimbursement has since been made. Mark Farrin asked whether the DPW Labor lines are on target. AA/TA Glaeser stated yes. Milt Simon questioned why Security bills are not all paid at once. AA/TA Glaeser stated different buildings were added at different times making each anniversary date unique. Terry Kirk noted that the Budget Committee is short one member and requested that empty seat be added to the June 13th 2017 election. John Simoneau suggested that the Budget Committee be included when the Selectmen do financial budget plans for bonding. Kevin Nadeau suggested that Paul First be invited to a meeting to explain the process and purpose of having one Capital Improvement Program (CIP) instead of individual department CIP's including potential problems of a one plan system.

A general discussion followed regarding the MMA Salary Survey Results distributed by AA/TA Glaeser. Durham is currently on an 80/20 split. It was suggested looking into a 75/25 split, and AA/TA Glaeser stated the cost to the Town lowering the split is minimal.

b. Act on Resignation of Jeffrey Wakeman – Vice Chairman Blake Moves to accept the resignation of former Chairman Jeffrey Wakeman effective May 15th 2017 with great regret. Selectman Nadeau Second. Motion Carried 4-0.

c. Countersign RSU#5 Warrant – Board members reviewed the RSU#5 Warrant prior to signing tonight, May 16th 2017. The three town Annual RSU#5 Budget Meeting will be held on May 24th 2017 beginning at 6: 30 pm at Freeport High School.

d. Act on Codes Enforcement Officer – The Board reviewed the draft Job Description prepared by AA/TA Glaeser, and discussed the scope and types of workload including electrical requirements. During discussion, it was decided that the Codes position will be advertised by the AA/TA in the usual manner.

Selectman Beaulieu Moves to approve the job description as presented. Selectman Nadeau Second. Motion Carried 4-0.

e. Tax Acquired Sale – Board members reviewed the foreclosure packet distributed by AA/TA Glaeser which results in a discussion regarding the possibility of changing the Ordinance to reimburse the foreclosure any bid monies over and above the amount required to settle the indebtedness. It was determined that the Town would need to vote on an Ordinance change. AA/TA Glaeser stated that all additional lienholders, if any, are notified by the Town.

Selectman George Moves to turn over as is for the purpose of selling the property. Selectman Beaulieu Second. Motion Carried 4-0.

f. Act on IT RFP – The Board reviewed the three replies to the RFP for IT which were opened on May 15th 2017. AA/TA Glaeser stated she would like to contact each bidder to request a price for consult and troubleshooting on an hourly and/or monthly basis. It was the consensus of the Board to table.

Selectman Nadeau Moves to reject all bids and re-send RFP for IT for the Town. Selectman Beaulieu Second. Motion Carried 4-0.

g. Special Town Meeting – The Town Clerk provided handouts depicting the special procedures for shortening the nominating process to fill vacancies for municipal officers and school budget committee members, which the Board reviewed.

Petitions due on May 26th 2017 at 4:30 p.m. Absentee Voting will be held between May 27th 2017 and June 9th 2017. Voting will be held at the Durham Community School along with the RSU#5 Budget election between 8:00 a.m. and 8:00 p.m.

Selectman Nadeau Moves to proceed advertising that nomination papers are available to fill the vacancies for one (1) Selectmen's position and one (1) Budget Committee member to be voted upon during the June 13th 2017 election. Selectman George Second. Motion Carried 4-0.

Plans to discuss the need for holding another Special Town Meeting for the purpose of funding the culverts per DEP Award at the next Board meeting.

Department/Committees:

a. Road Commissioner Calvin Beaumier – presented and reviewed his two page report. The Road Commissioner's one page report dated May 16th 2017, hereinafter referred to as Attachment #1, is attached hereto and incorporated herein and made a part of these Minutes.

In addition, Road Commissioner Beaumier advised the Board regarding the following:

Beavers are still a problem on Peter Vier Road by the culverts; he is looking for Bulky Waste Day volunteers and plans to will place no parking signs by affected private driveways. He plans to contact State Police to advise of Bulky Waste Day hours. Plans to complete ditching on the Quaker Meetinghouse Road will resume after Runaround Pond Road and Rabbit Road are done.

b. Town Administrator Ruth Glaeser – no written report. AA/TA Glaeser reported she will be attending a GPCOG training on Wednesday, May 31st 2017 and is looking for another to participate in the training.

AA/TA Glaeser distributed a rendering of the proposed new Runaround Pond Park sign along with a rendering of the copy for the plaque to be affixed to a boulder at the park donated by the Royal River Conservation Trust. Dedication ceremonies will be held on Thursday, June 15th 2017 between 10:00 a.m. and 3:00 p.m. at Runaround Pond Park.

Selectman Nadeau requested that “prepared by and date” be contained on all handouts.

Selectmen's Comments:

Vice Chairman Blake Announced the following: Regular Selectmen's Meetings will be held on Tuesday, May 30th 2017 and Tuesday, June 13th 2017 at the Town Office beginning at 6:30 p.m.

Bulky Waste Day will be held at the Public Works Garage located at 1099 Royalsborough Road on Saturday, May 20th 2017 from 9:00 am to 3:00 pm.

RSU#5 will hold the Annual Budget meeting at the Freeport High School on Wednesday evening May 24th 2017 beginning at 6:30 p.m.

The RSU#5 Budget Referendum, State Referendum and Special Town Election for one (1) Selectman and one (1) Budget Committee member will be held at the Durham Community School on Tuesday, June 13th 2017. The polls will be open from 8:00 am to 8:00 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 8:22 p.m., preceded by a brief recess. Selectman George Second. Motion Carried 4-0.

Respectfully submitted,

Jill S. Toher
Meetings Secretary

Vice Chairman Blake Announced the Board came out of Executive Session at 8:44pm

ACTION TAKEN: No Action Taken

Adjournment: **Selectman Nadeau Moves** to Adjourn at 8:47p.m. Selectman George Second. Motion Carried 4-0.

Respectfully submitted,

Mark Blake
Vice Chairman

Attachment #1: Road Commissioner Calvin Beaumier's Durham Public Works Department Head Report dated May 16th 2017, two pages.