

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
November 14, 2017**

Call to Order: Chairman Nadeau called the meeting to Order at 6:00 p.m.

Chairman Nadeau Motion to go into Executive Session – Pursuant to 1 M.R.S.A. 405(6)(F)-Confidential. Selectman Blake Seconds. Motion Carried 4-0

Chairman Nadeau Motion to exit Executive Session. Selectman Blake Seconds. Motion Carried 4-0.

Chairman George Motion to approve abatement in the amount of \$1,400 for 2015 and \$1,400 for 2016 at 6:25 pm. Selectman Blake Seconds. Motion Carried 4-0.

Members Present: Chairman Kevin Nadeau, Vice Chairman Mark Blake, Selectman Rob Pontau, Selectman Todd Beaulieu and Selectman Richard George

Respectfully Submitted,



Ruth Glaeser
Town Administrative

Quorum: Quorum met with five (5) members present.

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

Public Present: Mike Rio, Joe Crowley, multiple residence of Country Lane in Durham, Kyle from Royal River land trust

Amendments to the Agenda: Chairman Nadeau moved Public Comment back to its original spot on the Agenda, due to Ben Smith being present without previous engagement constraints.

Public Comment: Members of Country Lane spoke, and presented a petition to the Selectmen to get their road fixed to make it serviceable. Chairman Nadeau spoke at length about this road, and the others in the town that need to be rebuilt. Road Commissioner has been asked for long-term plan on all, and present at Town Meeting in April for all. Plan to get through as quickly as Town can, at a pace that tax payers can absorb.

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 October 17, 2017 selectman meeting minutes**
- c. **Approval of October 31, 2017 selectman meeting minutes**
- d. **Correspondence**

Selectman Blake Moves to Accept the Consent Agenda as Presented. Selectman George Seconds. Motion Passes 5-0.

Action & Discussion Items:

a. Ben Smith Regarding Planning: discussed all from Code Enforcement to Comprehensive Planning and Ordinances with regard to the Town possibly hiring a Town Planner.

b. Alan Stearns from the Royal River Land Trust: Kyle Warren of the Royal river Land Trust presented for Alan Stearns. Discussed not pursuing a crosswalk by the bridge because the traffic is too fast there, but to provide safe access to the trail via a trail beginning at the parking kiosk.

Selectman Pontau Moves to Approve improvements to crosswalk, and the culvert installation in accordance with Royal River Trust and what the Road Commissioner agrees on. Selectman Blake Seconds. Motion Passed 5-0.

Chairman Nadeau Moves to allow Royal River Trust, with the Fire Chief and Road Commissioner, to replace the current broken gate with one or more removable bollards, and that the removable bollards have a lock that the Fire Department can access. Selectman George Seconds. Motion Passed 5-0.

Discussed storm damage to the project after the motions, bulk work clean up needed. Going to work with Ruth and reach out for volunteers.

Add In → Meeting Diverted to Bid Opening by Fire Chief for new rescue truck and fire engine. Bids were due today. Selectmen discussed in the future not doing during select meeting. Selectman Pontau indicated it just had to be public, in the building. Going to do another way in the future.

Bids:

- Ambulances:
 - Greenwood 1: Base \$202,900
 - Greenwood 2: Ambulance – Base \$209,980
 - Minuteman Fire & Rescue: Ambulance – Base \$221,393
 - Sugarloaf: Ambulance - Base \$219,183
 - Sugarloaf: Ambulance - Base \$190,901
 - AutoTronics: Ambulance – Base \$216,364
 - Professional Vehicle Corp: Ambulance – Base \$192,815
- Fire Trucks:
 - Pierce: \$536,264
 - NGee Machine: \$475,371.75

- Auto-Tronics: \$494,550

Chief going to come back in a month or so with a comparison and recommendation sheet.

c. Septic Tank Waste Disposal Agreement: Lewiston/Auburn sent agreement to be signed as a source for septic disposal going forward. Selectman Pontau indicated he has never heard of. Calvin indicated it has to do with shoreline; going to email with Selectman Pontau about.

(This section skipped over) d. Durham Leisure Campground Quitclaim Deed

Chairman Nadeau Moves to go into Assessment Section. Selectman Blake Seconds. Motion Passed 5-0.

Assessor's Section:

- a. Abatement for Account #32

Chairman Pontau moves to accept the Assessors recommendation. Selectman Blake seconds. Motion Passed 5-0

Chairman Nadeau Moves to move out of Assessor's Section. Selectman George Seconds. Motion Passed 5-0

Departments/Committees:

Add On – Fire Chief – presented and submitted his report (see attached). Selectmen discussed creating a committee, or the selectmen, narrow down a way to represent the department for hiring/interview committee for new fire chief.

- a. Road Commissioner: Calvin presented (see attached)

b. Town Administrator: Ruth presented about office renovations to come, and holiday hours. Selectmen determined Holiday Hours for week of Christmas and New Year's.

Selectmen's Comments:

Chairman Nadeau Announced the following: the next Regular Selectmen's Meetings will be held: Tuesday, November 28, 2017, at 6:30 pm and Tuesday, December 12, 2017, at 6:30 pm

Tabled - Executive Session-Pursuant to 1 M.R.S.A. 405(6)(A)-Personnel – Fire Applications

Adjourn

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tammy Quimby', written in a cursive style.

Tammy Quimby
Public Information Technician

Fire & Rescue

Selectmen's Report 11/14/2017

1. The per diem staffing is really starting to have an impact; not just emergency response staffing, but response time, outcomes and overall moral. This last group are almost all done their job shadowing and have started to go solo. We should not have any issues with weekdays and as of now most weekends will have one day covered. The scheduling software is not all set up yet but we have started to partially utilize it.
2. Ladder tests were October 18th, all ladders passed.
3. The locksmith will be here to start rekeying and changing locks Wednesday the 22nd.
4. RFP's for the engine and the rescue are due this evening.
5. We have been notified by County EMA that our request of 10 portable radios has been approved and we can start the purchasing process.
6. An item of concern that has been found in the personnel policy is in reference to benefits. The Town's personnel policy establishes thresholds for benefits but does not clarify how you meet those thresholds. The Town's attorney has reviewed the concerns and with separate job descriptions you can have different pay rates, hours do not need to be totaled for overtime, so on that end we are good. But the personnel policy makes no mention of hours being separate when it comes to benefits, therefore the argument could be made that it is based on the total hours no matter how many different job descriptions. I feel it is in the best interest of the Town to close the loophole.
7. The Department did a great job covering requests for service during the October 30th Storm. There were over 30 requests. Information for Form 7's has been submitted to the County EMA Office. Androscoggin did not meet its damage threshold however the State did as well as 13 other Counties. A disaster declaration has been requested and they are checking some of the municipalities with extensive damage before making the decision. Documentation of expenses for response needs to be detailed and separate from day to day activities. One item that became evident during the storm is that as EMA Director I need to establish a recommendation for an Emergency Response Flowchart for the entire event.
8. The Department monthly meeting was last Thursday. It is outlined in the advertisement for the Chief's position what the timelines are so there was not much discussion about that. Most of the discussion was about the review process and interview committee. Has the Board made decisions on the process? Will there be an opportunity for Department members and I to participate?