

**Town of Durham
Board of Selectmen Meeting Minutes
December 30th 2015**

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

Members Present: Chairman Jeffrey Wakeman, Selectman Mark Blake, Selectman Joshua Libby. Vice Chairman Sarah Hall and Selectman Michael Stewart excused.

Quorum: Chairman Wakeman announced a Quorum has been met with our (3) members present.

Also Present: AA/TA Ruth Glaeser, Fire Chief/EMA Director William St. Michel, Secretary Jill Toher. Road Commissioner Calvin Baumier and Codes Official Paul Baines excused.

Pledge of Allegiance: Completed.

Amendments to the Agenda: Chairman Wakeman adds the following to the Consent Agenda: 2) MMA Services Loss Control Building Evaluation; 3) MMA Worker's Compensation Rates for Next Year; 4) Email from Peter Joseph regarding Joint Meeting.

Public Present: None.

Public Comments: None.

Consent Agenda:

- a. Approval of Treasurer's Payables Warrant
- b. Approval of Regular Selectmen's Meeting Minutes–December 15th 2015
- c. Correspondence:
 - 1. LACO Minutes
 - 2. MMA Services Loss Control Building Evaluation
 - 3. MMA Worker's Compensation Rates for the year
 - 4. Email from Peter Joseph regarding Joint Meeting

Chairman Wakeman stated the Joint Meeting is scheduled for February 29th 2016 in Freeport at 6:30 p.m.

Selectman Libby Moves to Approve the Consent Agenda as Amended. Selectman Blake Second. Motion Carried 3-0.

Action and Discussion Items:

- a. Alternative Warrant Committee – Tabled until January 12th 2016 Board Meeting.
- b. Kenneth Scribner Recognition – Tabled until January 12th 2016 Board Meeting.

Department/Committee Reports:

a. Fire Chief/EMA Director William St. Michel – presented the Board with his one page Selectmen's Report dated December 30th 2015. The Fire Chief/EMA Director's one page report is attached hereto and incorporated herein and made a part of these Minutes.

The Fire Chief provided the following updates: Truck #24 service/brake repairs have been completed and the bill is on tonight's Payables Warrant; the second bleaching test for the well is out for evaluation; he distributed an article on proposed legislative changes which was briefly discussed;

b. Codes Official Paul Baines – excused. AA/TA Glaeser presented the Board with a comprehensive report prepared by the Codes Official depicting department costs and itemizing revenue generated in anticipation of 2016 Budget Meetings.

c. Town Administrator Ruth Glaeser – stated she has been reviewing the 2015 Budget and reported currently there are no negative lines in the DPW budget. She stated there is about \$30,000.00 extra in the Payroll for 2015 attributed to the State's reimbursement of approximately \$26,000.00 for the 2014 winter storm. She stated the money received from the State was divided between payroll, reimburse salt used and depreciation of equipment used.

AA/TA reviewed the MMA Loss Services Evaluation noting the evaluation of the Town's buildings was increased without raising rates and the vacant building at River Park was lowered to \$20,953.00. The MMA inspection was made on November 12th 2015.

AA/TA Glaeser stated that, overall, workers compensation insurance rates increased significantly, about 180%, due the Fire Department accident during 2014.

AA/TA Glaeser stated that the Road Commissioner advised her that shingles on the DPW roof are disintegrating and suggests that re-shingling be done. AA/TA Stated the building is about ten years old. A lengthy discussion followed.

Selectman Blake suggested that several shingles be taken to the contractor who performed with work which could result as an insurance claim against the manufacturer to determine whether the shingles came from a poor batch. He continued that, taking into consideration the age of the roof and anticipating depreciation, he holds little hope for a big payout. He also suggested that the type of shingles be changed to architectural as they seem to hold up better. It was the consensus of the Board that the Road Commissioner talk to Mike Copp regarding the problem and get answers to a variety of questions raised.

It was determined that there is somewhere between \$24,000.00 to \$25,000.00 left in the Building Bond, and replacement or repair should be charged to this account.

AA/TA Glaeser requested the Board consider her request to approve a vacation from April 18th 2015 through April 22nd 2015 as she would like to firm up plans to travel out of the Country.

Chairman Wakeman Moves to Approve AA/TA Glaeser's vacation request from April 18th 2016 through April 22nd 2016. Selectman Blake Second. Motion Carried 3-0.

d. Road Commissioner Calvin Baumier – excused.

Selectmen's Comments: Chairman Wakeman announced the following:

Town Office will be open at 8:30 a.m., and close at 12:00 noon on Thursday, December 31st 2015 so that the office staff can close the books for 2015 and prepare the last payroll of 2015.

The Office will be closed on Friday, January 1st 2016 in observance of the New Year's Holiday.

Regular Selectmen's meetings will be held on Tuesday, January 12th 2016 and Tuesday, January 26th 2016 at the Town Office at 6:30 p.m.

Select Board Budget Sessions will begin in January, 2016.

The Office will be closed on Monday, January 18th 2016 in observance of the Martin Luther King Holiday.

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., . 405(6)(A) – Personnel – Discussion of Administrative Department Reviews at 6:52 p.m.

Respectfully submitted,

Jill S. Toher
Meetings Secretary

Attachment #1: Fire Chief/EMA Director's one page Selectmen's Report dated December 30th 2015.

Chairman Wakeman Announced the Board came out of Executive Session at 7:00 p.m.

ACTION TAKEN: Selectman Libby moves to accept employee evaluation as presented. Selectman Blake seconds. Motion Carried 3-0.

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., . 405(6)(A) – Personnel – Discussion of PIT position at 7:01 p.m.

Chairman Wakeman Announced the Board came out of Executive Session at 7:06 p.m.

ACTION TAKEN: Chairman Wakeman moves to make an offer of the PIT position to the agreed upon applicant at \$15 with a 90 day probation period. Selectman Blake seconds. Motion Carried 3-0.

Selectman Libby moves to adjourn at 7:08p.m. Selectman Blake Seconds. Motion carried 3-0.

Respectfully submitted,

Ruth Glaeser
Town Administrator

Chairman Wakeman Moves the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel Matters – Discussion of PIT Interview at

ACTON TAKEN:

Chairman Wakeman Announced the Board came out of Executive Session at

Adjournment:

Respectfully submitted,

Ruth Glaeser, AA/TA