

**Town of Durham  
Board of Selectmen  
Regular Meeting Minutes  
November 26, 2019**

**1. Call to Order:** Kevin Nadeau called the meeting to Order at 6:30 p.m.

**Members present:** Kevin Nadeau, Chairman; Rob Pontau, Vice Chairman; Todd Beaulieu; Rich George; and Marc Farrin

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

**2. Pledge of Allegiance:** Done

**3. Amendments to Agenda:** None

**4. Public Comment:**

Todd Purinton, Jared Harriman

**5. Action/Discussion:**

a) Code Enforcement Officer – discussion on unlicensed junkyards and road issues/subdivisions/ordinances. Kevin Nadeau recounts an incident at the Durham Town Offices today where a citizen came in to complain about CEO in a rude manner. Kevin will send a written response to the person about what kind of behavior is acceptable when discussing such matters in the Town Offices.

b) RSU 5 Appropriations – RSU 5 miscalculation. Discussion, no action taken.

c) Proposed Voting Place Change – The RSU 5 Superintendent has proposed that Durham move its voting place because holding voting at the Durham Community School presents security issues for the students. TA/AA Ruth Glaeser will find out whether Durham is allowed to have two regular voting locations.

**Rob Pontau Moves to have the Board of Selectmen authorize him to sign the polling place change and pursue dual polling locations. Kevin Nadeau Seconds. Motion Carries 5-0.**

d) Solid Waste RFP – Ruth Glaeser has sent out the Solid Waste RFP to the state list of solid waste locations.

e) Policies for Investment and Fund Balance – Ruth Glaeser will send information to the Board of Selectmen to discuss and vote on at their next meeting.

f) Budget Overview Discussion – All agree that last year's budget process worked well. Discussion of tweaking the process for this year and review of tentative meeting dates.

g) Discussion of Meeting Schedules (Budget/Board of Selectmen) – Review of tentative budget process meeting dates. The Board of Selectmen will hold their next regular meetings: immediately following the Special Town Meeting on Monday, December 9; and on Monday, December 30.

## **6. Departments/Committees:**

Road Commissioner Calvin Beaumier presents his report (see attached). Fire Chief Joseph Moore was not present for his report (see attached).

## **7. Consent Agenda**

Kevin Nadeau Moves to Accept the Consent Agenda as presented. Todd Beaulieu Seconds. Motion Carries 5-0.

## **6. Departments/Committees (cont):**

Town Administrator Ruth Glaeser presents her report (see attached).

**Rob Pontau Moves to authorize closing the Durham Town Offices on Tuesday, December 24, and Thursday, December 26, for Town Office full-time staff. Marc Farrin Seconds. Motion Carries 3-2 (Nadeau, George opposed)**

**Kevin Nadeau Moves to authorize closing the Durham Town Offices at 12:00 p.m. on Tuesday, December 31, and re-open regular hours the rest of the week of December 30, and full-time Town Office staff will receive eight (8) hours of comp time to use if they want to. Rob Pontau Seconds. Motion Carries 5-0.**

**7. Selectmen's Comments:**

**Kevin Nadeau announces that a Special Town Meeting will be held at 6:30 p.m. on Monday, December 9, at the Durham Community School cafeteria, immediately followed by the Board of Selectmen regular meeting. The Board of Selectmen will hold their second regular December meeting on Monday, December 30 at 6:30 p.m. in the Durham Town Offices.**

**The Boy Scout Bottle Drive to benefit the Durham Giving Tree will take place on Saturday, December 7.**

**Kevin Nadeau Moves to adjourn. Marc Farrin Seconds. Motion Carries 5-0.**

Respectfully submitted,

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Kathy Dion  
Meetings Secretary



# DURHAM FIRE & RESCUE

## Chief's Report on Department

### Durham Select Board

11/12/19

**Report Date: 11/10/19**

#### **General Overview:**

- The department is currently functioning well with many discussions and projects underway.

#### **Departmental Changes/Major Projects:**

- 2020 budget/CIP needs - Met with CIP committee and received clarity on items they require to complete their process. Material being received this week and I will be submitting updated CIP requests by the 15<sup>th</sup>. 2020 budget is being adjusted following that meeting and evaluation of other information discovered during the process. I will not be able to present a draft budget to the board until the next meeting on 11/26/19. I honestly expect no significant change for the 2020 budget.
- Planning/Evaluations for Well/Septic Upgrade - Have received the septic plan. Now pursuing more accurate quotes to allow for more accurate CIP request. Will also be communicating with PW as to any support they can provide to keep costs within reason.
- Fire Station Drainage/Flooding issues - PW scheduled to complete the project by the 15<sup>th</sup> of this month.
- Working on FCC license renewal for base radio station and repeater
- Developing 2020 Training Schedule

#### **Apparatus:**

- Nothing new to report



## DURHAM FIRE & RESCUE

### Discussion Topics:

- Retired apparatus disposition - We've come across an issue as the vehicle does not currently pass state inspection. I cannot in good faith offer this to an educational institution let alone any other buyer in this condition. I am working with our department maintenance officer to try and find a low cost correction for these issues. I will have an update by the night of the meeting.
- Airpack Replacement Planning - As we did not get the Fire Act Grant to allow us to replace all of our breathing apparatus this year, I have developed a plan for us moving forward. First, through the CIP process, we will replace the bottles needed next year. From that point, we will rotate bottles for replacement every five years to ensure we are not stuck replacing our entire inventory again at the same time and are able to get some trade in value for their remaining life span. The airpacks are different. Staggering replacement is not actually the most effective plan or able to be achieved easily. The airpack systems themselves are two years from requiring total replacement. We will continue to pursue grant opportunities in that time and as a backup develop CIP plans to replace them in the future. I will have costs and prospective plans at the meeting.
- Billing for Fire Department on Responses - With the information I have provided to the board to this point, I feel that this is an appropriate avenue of reimbursement for us to pursue. The items we need to clarify, due to concerns voiced from the board, are:
  - What exactly are we billing for?
  - Who we are billing?
  - How much are we billing?
  - Should we include a "No collections" stipulation?
  - Should we, as recommended, pursue an ordinance to support this choice moving forward?

I feel the company will work with us to make it the most successful program it can be, we just need to have our desires and plans finalized prior to requesting an agreement.

We are in no rush. I think working all this out for a 1/1/2020 start is appropriate.

- I will be on vacation from 11/18/19 to 11/25/19. During that time Assistant Chief Dimock will be in command and should be the first point of contact.

Respectfully Submitted,

Joseph C. Moore



# DURHAM FIRE & RESCUE

Chief of Department



## ***Town of Durham***

**1099 Royalsborough Road  
Durham, Maine 04222**

**Tel.: (207) 353-3281**

**Road Commissioner  
Calvin Beaumier  
Cell Phone (207) 844-1774**

### **Durham Public Works Department Head Report 11-26-2019**

- Public works crew has done the drainage grading behind the fire station. We will be working on transitioning the existing walk way into the new grade so that we can pave the walkway into the door. The pile of material that is there will be hauled off once the ground is solidly frozen to support the trucks.
- I had the engineer look at the two bridges that we have in town today and he is putting together a summary of his findings. He believes that the Swamp Road and Old Brunswick Road culverts/bridges both have at least 20 years of life left and that the cost of replacement today would be \$300,000.00 for the Swamp Road culvert and \$150,000.00 for the Old Brunswick Road Culvert.
- Public Works has finished hauling winter sand and putting it up.
- Public Works has been busy dealing with snow, sleet and freezing rain.
- We received a card of appreciation from the school bus drivers for being out early and making their job easier. I was told by some that the Durham Roads were in much better shape than other towns for the morning pick-up.
- Crooker has finished base paving Grant and Bowie Hill.
- Crooker is working on shoulders on Meadow, Leighton, and Bowie Hill to wrap up the Bond work for 2019.
- Crooker finished shim and overlays on Beechwood and Hemlock Roads today.

- I spoke with MDOT and they said that the schedule for the Rt 125 and Meadow intersection was that it would go out to bid in December, be awarded in February, and start construction in April with a completion date in June. I could put a drag shim of 12.5mm HMA on it for about \$3,500 or I could Grind it up and leave it gravel for about \$2,500. I would recommend a drag shim to last us until Spring.
- I have been hounding Viking Cives about our new truck. I spoke with them today and they said they believe the body came in this morning. I will be checking on it again tomorrow.



## **Town Administrator Report**

**November 26, 2019**

### **CIP:**

The CIP Committee met on November 18. They will meet again on December 12<sup>th</sup> to complete the process.

### **School Assessment:**

During the RSU5's audit, it was found that the Town assessments were incorrect. As a result, the assessment for Durham was \$77,409.10 more than it should have been. The RSU has requested we reduce our December payment by that amount. The excess funds will lapse into our undesignated fund at the end of this year. I assume the Board will wish to use this excess to offset taxes next year.

### **Proposed Voting Place Change:**

Over the past year or so there has been concern that having voting at the school leaves the school vulnerable. The side door is left unlocked and voters enter and exit the building without any security measures. Shannon has approached the AMVETS and they have been very receptive to the Town holding elections at their hall. There is a process to changing a voting location. The first step is for the Select Board to submit an application to the State and I have enclosed the application for approval. It is my understanding that the State has passed legislation making the next presidential election a holiday. If the school is closed on that day, the Board may wish to consider moving that election to the school.

### **Brunswick Landfill:**

I will be forwarding two emails I have received from Linda Butler of the DEP regarding the closing of the Brunswick Landfill that borders Durham. The plan is to have it completely shut down by the end of 2021. Methane gas is an issue with landfills. The concern is more that emissions will raise to levels that could be explosive than that there is a health hazard. The DEP has been working with Brunswick to monitor and mitigate any high levels of methane. Results of testing have not been significantly high. There is a binder here in the office that outlines the entire procedure. There is/was a house in the area that is/was for sale. The residents and proposed buyers accessed this book and I am unsure if the Landfill and closure had any impact on their property value.

### **Town Clerk Search:**

I have posted the position on Maine Jobs, Indeed, MMA and the Town Website/facebook. I have received over 50 applications and will begin interviewing in the beginning of December. I have sent you the updated clerk job description and would like you to approve it.

### **Budget Season:**

Budget season is fast approaching. As a tentative schedule, combined meetings can be held on Tuesday, January 14<sup>th</sup>, Thursday, January 16<sup>th</sup>, and Tuesday, January 21<sup>st</sup>. The Select Board can formulate their recommendations at the regular Select Board meeting on January 28<sup>th</sup>.

Earlier in the year, I met with our Health Insurance representative and she outlined what it might look like if Durham changed their plan and made employees “whole” with an HRA. She has offered to come to a meeting and discuss this with you. I have enclosed the comparisons and possible options. I have also included a breakdown of this year’s increase. We should discuss what information the Board wishes me to pursue with regard to insurance.

The Budget Discussion is meant to give the Department Heads and Board a chance to constructively discuss last year’s budget process and touch on any specific opportunities.

Fund Balance Policy:

I am enclosing the notes from the Town’s auditor. I have included her suggestions in the updated fund balance policy.

Investment Policy:

I have included a draft of an investment policy and sent it to our auditors for suggestions.

Appointments:

I will have oaths for two appointments; Lois Kilby-Chesley as a member of the Historic District Commission (taking a seat vacated by Seth Koenig) and Joe Roy as a member of the Conservation Commission (taking a seat vacated by Steve Sinisi).

Select Board Meetings in December:

I would like to suggest that the Board have regular meetings on December 17<sup>th</sup> and December 30<sup>th</sup>.

Holidays:

The Town’s Personnel Policy states; *“When Christmas Day falls on a Tuesday through Saturday, inclusive, the Town will be closed the preceding day as well. The Selectmen reserve the right to modify holiday schedules when the holiday lands on a weekend or a day when the office is regularly closed.”* I cordially request that the Select Board votes to close the office December 24<sup>th</sup> and December 26<sup>th</sup> as Christmas falls on a Wednesday this year. In addition, I request that the Board votes to close the office at noon on December 31<sup>st</sup> to give the office the chance to process year end and close on January 2<sup>nd</sup> as January 1<sup>st</sup> falls on a Wednesday.