

**Board of Selectmen  
and  
Durham Budget Committee  
Joint Meeting Minutes – as amended 2/27/14  
February 25<sup>th</sup> 2014**

**Call to Order:**

Chairman Milton Simon called the meeting to order at 6:00 p.m.

**Members Present:**

Chairman Milton Simon, Vice Chairman Terry Kirk, Charles Pollock, William Morrill, Benjamin Love, Kevin Nadeau. Roy Wenger and Jeanne Sanders excused.

**Also Present:**

Board of Selectmen present: Chairman Jeff Wakeman, Vice Chair Deborah Larrabee, Selectman Barry Baldwin, Selectman Joshua Libby, Selectman Sarah Hall.  
AA/TA Janet Smith, Meeting Secretary Jill Toher, Fire Chief/EMA Director William St. Michel.

**Establishment of a Quorum:**

Chairman Simon announced a quorum has been met with six (6) members present.

Questions were raised regarding voting regulations. AA/TA Smith advised that Durham follows the “home rule” for voting. There are nine available seats on the Budget Committee therefore a majority vote is necessary to carry a vote.

**Chairman's Comments:** Chairman Simon recused himself from voting on the Fire Departments budgets citing he is a member of the Durham Fire Department.

**Approval of February 20<sup>th</sup> 2014 Meeting Minutes:**

**Vice Chairman Terry Kirk Moves** to approve the Minutes of February 20<sup>th</sup> 2014 as presented. Kevin Nadeau Second.

Chuck Pollock and Kevin Nadeau found issue with the last three sentences on page five. A discussion followed. It was decided to strike the last three sentences on page 5.

**Vice Chairman Terry Kirk Withdraws** his Motion.

**Vice Chairman Terry Kirk Moves** to Approve the Minutes of February 20<sup>th</sup> 2014, as Amended, striking the last three sentences on page five. Charles Pollock Second. Motion Carried.

## **Review of Selectmen's Proposed 2014 Budget:**

### **FIRE/RESCUE/EMA:**

#### **Personnel:**

**Fire/Rescue Chief's Salary and Labor:** Chairman Wakeman stated the Board recommends a two and one-half (2-1/2%) percent increase with a three (3%) percent buffer should the number of hours for fire calls exceed the amount budgeted.

#### **Support and Benefits:**

**Health Insurance:** Chief St. Michel advised that health insurance is based on employee participation, and his proposed budget is seven thousand one hundred ten (\$7,110.00) dollars, based on current employment for 2014.

**FICA/MPERS:** Chief St. Michel advised this figure is calculated at a rate of 4.1% for MPERS, for the Fire Chief and 6.2% for employee FICA. The amount budgeted is based on the total amount proposed for labor.

**Medicare:** The Fire Chief stated that Medicare is based on employee earnings and is calculated at a rate of 1.45% for all staff.

**Insurance:** Chief St. Michel advised that this line item provides coverage for any injuries that may occur that are not covered by Workers' Compensation and the request is the same as last year.

#### **Operating Expenses:**

**Utilities:** The Fire Chief based his budget request on actual usage for the Department in addition to supplying utilities to the Modular unit.

**Propane:** Chief St. Michel stated he based this request on last year's actual usage and cost of \$9,431.00 and is requesting \$9,447.00 for 2014.

**Building Maintenance:** The Fire Chief advised he is requesting approximately \$1,750.00 more than last year due to the fact that there are four waste vent pipes on the roof that have to be moved/replaced. The additional monies requested are based on verbal estimates. The Chief stated department members have been repairing them for some time now, but due to snow/ice loads and with the pipes in their current locations, breakage continues to occur.

**Equipment Maintenance:** Chief St. Michel stated that this line is primarily for the upkeep and repair for communication and radio equipment. He is requesting \$28,650.00, which is a decrease of \$1,350.00.

**Training:** The Fire Chief stated that his budget request is increased by \$1,200.00, and is based on current actual needs for firefighter/EMS training.

**Gasoline:** Chief St. Michel stated the amount requested is only \$50.00, as gasoline is used very little.

**Transport Service:** The Fire Chief stated this line is dedicated to Paramedic intercepts at an average rate of \$200.00 per intercept. He advised that some intercepts are billed at \$300.00, and others charge as little as zero dollars. He stated his request of \$3,600.00, is \$200.00 less than last year's request.

**Diesel:** Chief St. Michel stated his request is based on using 1,600 gallons at \$4.10 per gallon, which includes tax. He further stated that each year he applies for the fuel tax reimbursement which ranges about \$440.00. He stated that diesel is provided, on an as needed basis, by Durham Oil, with no gallon minimum for delivery

Vice Chairman Terry Kirk opened a discussion in order to get clarification on why the Fire Department gets fuel locally paying the fuel tax versus using a vendor such as COG which supplies fuel pre-tax. The Fire Chief stated that Durham Oil will deliver fuel at lower gallon request than COG. The Fire Chief also stated that after fuel tax reimbursement the net difference in price is about one-tenth of a cent per gallon.

**Dues:** The Fire Chief stated this line covers needed affiliations for the Fire Department and EMS and includes dues for Chaplains, Explorer's, NFPA code updates and membership. He stated that last year the purchase of updated codes cost \$309.00 more and has adjusted this year's request accordingly.

**Chief's Expense:** Chief St. Michel advised he has based his request, based on projected need, at \$2,800.00, which is \$200.00 lower than last year.

**Prevention:** The Fire Chief stated his request of \$700.00 is based on actual amount spent last year. He continued Prevention includes interactions with the Durham Community School students as well as special events during fire prevention month.

**Personal Safety:** The Fire Chief explained that monies requested are allocated for the purchase of turnout gear to replace gear that has been compromised during usage as well as

to replace worn . Average life of gear is ten years. His request is for the replacement of three sets of gear adding that turnout gear purchased in 2005 is falling apart. He explained that turnout gear is inspected on a regular basis and any gear that does not meet the fire standard must be replaced.

The Fire Chief added that gear that is returned in good shape is retained and re-use of stored gear in good condition is used first.

**Dispatch:** Chief St. Michel stated the amount requested, \$21,765.00 is per contract with Lisbon and represents a decrease of \$1,091.00 from last year. He advised that a good portion of the decrease represents the cost of a dedicated phone line that is no longer needed as well as a decrease in the amount of costs associated with the repeater.

**Supplies:** The Fire Chief stated costs for supplies is down \$1,238.00 from last year based on costs incurred last year due to the move to Lisbon.

Charles Pollock suggested cutting the salary line in half, cutting line #7 by \$532.00, line #8 by \$1,869.00, line #13 by \$70.00, line #28 by \$432.00, line #29 by \$555.00, line #32 by \$1,000.00, for a total deduction of \$4,026.00 for a total Fire Department budget of \$259,269.00.

**Motion** by Charles Pollock to raise \$259,269 for Fire/Rescue/EMA Operating reducing the Selectmen's recommendation by \$4,026. Seconded by William Morrill. Voted 5-0-1 Chairman Simon abstained. **Motion passed.**

#### **FIRE RESERVE ACCOUNT/DEBT SERVICE/CAPITAL IMPROVEMENTS:**

**Fire Reserve Account:** Chief St. Michel is requesting that \$45,000.00 be budgeted.

**MOTION #1: Charles Pollock Moves** to raise \$25,000.00 for the Fire Reserve Account. No Second. Motion rescinded.

A discussion followed regarding phasing out a piece of fire apparatus. Concerns were raised as to whether doing this would compromise the Town's ISO rating. Chief St. Michel stated that as long as Durham continues Mutual Aid with Lisbon and Freeport, both of which have ladder trucks that roll on many Durham fire calls, the ISO rating should not be compromised.

**MOTION #2: Budget Chairman Terry Kirk Moves** to raise \$32,000.00 to be designated for the Fire Department Capital Reserve Account. Kevin Nadeau Second. Motion Carried with

Chairman Simon opposing.

**Debt Service:**

**Fire Station Payment:** Chief St. Michel stated the payment comes out of the Capital Reserve Account.

**Charles Pollock Moves** to transfer \$39,510.00 from the Fire Rescue Capital Reserve account for the fourth of five payments for the Fire Station. William Morrill Second. Motion Carried. 5-0.

**Quint Payment:** The Fire Chief gave a Power Point presentation depicting many of the structural and rusting deficiencies of the thirty-five year old pumper which needs replacing. He stated that the ladder failed testing and the pump capacity also failed testing.

Chief St. Michel is requesting the Town consider replacing this piece of equipment with a used Quint in good condition, as a Quint is more versatile as it works as a pumper plus has an extension ladder. He is recommending a ladder reach between one hundred to one hundred ten feet, which would meet current Town needs.

A used Quint, seven to ten years of remaining life, would cost about \$240,000.00, which is less than half the purchase price of a new piece of equipment. The Fire Chief proposes that the costs of a used Quint be financed over six years at \$40,000.00 per year. A lengthy discussion followed including a question and answer period.

**MOTION #1: William Morrill Moves** to appropriate \$40,000.00 toward a down payment for the purchase of a used Quint. Kevin Nadeau Second.

Budget Chairman Milton Simon calls for a vote.

Four (4) in favor

One (1) opposed – Terry Kirk

One (1) abstains – Milton Simon.

**Motion Fails. Budget Committee makes no recommendation due to inability to reach a consensus.**

**Donations/Social Services, continued from 2-20-2014:**

A very lengthy discussion continued regarding the services receiving charitable contributions from the Town.

**MOTION #1: Budget Chairman Simon Moves** to raise zero (\$0.00) dollars for Donations/Social Services. Seconded by Charles Pollock.

Three (3) in favor.

Budget/Selectmen Minutes 2-24-2014

page 6 of 7

Three (3) opposed.

**Motion Fails.**

**MOTION #2: Kevin Nadeau Moves** to raise \$3,000.00 for Donations/Social Services.  
Second by William Morrill.

Three (3) in favor,

Three (3) opposed.

**Motion Fails.**

The Committee could not reach an agreement to donate \$500.00 to each of the six entities listed.

**MOTION #3: William Morrill Moves** to have this article decided on the Town floor. Kevin Nadeau Second.

After considerable discussion, it was the general consensus of the Budget Committee to cut the donation line by half, recommending \$1,500.00.

**MOTION #3:** William Morrill withdraws his motion

**MOTION #4: Budget Vice Chairman Terry Kirk Moves** to raise \$1,500.00 applying \$250.00 to each listed. Charles Pollock Second.

Six (6) in favor.

Zero (0) opposed.

**Motion Carried.**

**Cemeteries:** Chairman Wakeman stated that the budget request is an increase of \$1,820 over last year, noting that the State requires the Town place American flags on all Veteran's graves both in public and private cemeteries. In addition, there is a request of \$4,000 for repairs to the stone wall at Strout Cemetery, citing safety concerns. It was pointed out that Strout Cemetery is the only Town owned cemetery with plots for sale

AA/TA Smith advised a transfer from the Cemetery Trust Account can only be used for perpetual care, limited to lawn mowing. She added that previously, \$2,000.00 was deducted from this account to help defray the cost of lawn mowing.

AA/TA Smith advised that the Cemetery Committee will need to get three RFP's for repairs to the stone wall and present them with their recommendation to the Board for approval.

**Budget Vice Chairman Terry Kirk Moves** to transfer \$2,000.00 from the cemetery trust account and to raise \$5,850.00 for a total appropriation of \$7,850.00. Charles Pollock Second. Motion Carried 6-0.

### **Eureka Center:**

Chairman Wakeman stated the amount budgeted for propane is \$500.00 more than last year, and is based upon the increased use of the Eureka Center. AA/TA Smith added that the amount for cleaning is increased due to increased use and allocating two hours per week for 37 weeks for janitorial services. AA/TA Smith advised that volunteers from the Eureka Center did cleaning from January to March.

AA/TA Smith also stated that PIT Ricker in addition to herself provided additional cleaning performing the heavier chores. She further advised that no monies are requested for shoveling and plowing as these services will be performed by the Roads Department.

Budget Chairman Simon calls for a Motion.

**Budget Vice Chairman Terry Kirk Moves** to transfer \$1,023.00 from the Eureka Center's Designated Fund Balance and to Raise \$3,967.00 for a total appropriation of \$4,990.00. Kevin Nadeau Second.

Six (6) in favor.

Zero (0) opposed.

Motion Carried.

### **ANNOUNCEMENT:**

**Budget Chairman Milton Simon announced** the Budget Committee will meet on Thursday, February 28<sup>th</sup> 2014 at 6:00 p.m.

### **ADJOURNMENT:**

**Budget Chairman Milton Simon Moves** to adjourn at 9:00 p.m. Vice Chairman Terry Kirk Second, Motion Carried

Respectfully submitted,

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Jill S. Toher, Secretary

