

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
June 23, 2020**

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

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

Quorum: Quorum met with five (5) members present

2. Pledge of Allegiance: Not done, no flag

3. Amendments to Agenda: None

4. Public Comment: None

5. Action/Discussion: Androscoggin County Sheriff Eric Samson is present at tonight's meeting to discuss changes to the partnership to Durham and other towns with the Maine State Police.

6. Departments/Committees:

Road Commissioner Calvin Beaumier presents his report (see attached).

Kevin Nadeau Moves to authorize the Durham Road Commissioner to accept the bid and sign the contract on the new plow truck, if accepted at Town Meeting. Rob Pontau Seconds. Motion Carries 5-0.

Fire Chief Joseph Moore presents his report.

Kevin Nadeau Moves to appropriate an amount not larger than \$6,000 in additional funding from the Fire Department Capital account to pay the additional balance of the new well installed at the Fire Station. Rich George Seconds. Motion Carries 5-0.

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

Rob Pontau Moves to accept the Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign grant, should the Town of Durham receive it. Todd Beaulieu Seconds. Motion Carries 4-1 (Nadeau Opposed).

8. Consent Agenda:

Rob Pontau Moves to accept the Consent Agenda as presented. Rich George Seconds. Motion Carries 5-0.

9. Selectmen's Comments:

Kevin Nadeau announces the following:

The next regular meetings of the Durham Select Board will be on Tuesday, July 7, and Tuesday, July 28, at 6:30 p.m. via Zoom. The Town Meeting/State Referendum/RSU5 Budget Vote will take place on Tuesday, July 14.

Kevin Nadeau Moves to adjourn at 7:50 p.m. Rich George Seconds. Motion Carries 5-0.

Respectfully submitted,
Kathy Dion
Meetings Secretary



Town of Durham

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

Durham Public Works Department Head Report 06-23-2020

- We have rebuilt, and or, repaired all of the picnic tables at the parks. We also did some extensive tree pruning and brush cutting at the River Park.
- Public works crew has been working on Deervale and Cottage Woods roads ditching and changing culverts.
- I have had some heated discussions with Crooker and MDOT regarding the use of Davis and Runaround Pond Roads for the Route 9 project. The trucks were starting to use these two roads to get to Route 9 from the pug mill on 136 rather than staying on State roads. I made it clear the last time I spoke with them that if it happened again, I would request a meeting with the Selectboard to consider posting both roads as is allowed by statute. Crooker had assured me a couple of weeks ago that it wouldn't happen again. I don't feel that the taxpayers of Durham should bare the cost of rebuilding State Roads in Pownal and N Yarmouth.
- Meadow Road has been paved with the surface layer. Shouldering and transition paving were completed on Meadow last week as well.
- Shouldering and transition paving were completed on Brickyard Hill Road last week.

- We moved the speed radar unit to the opposite side of the Shiloh Road toward Brunswick.
- I have been putting the information together for the speed study request for Meadow Road and will be sending that out today.

Town Administrator Report

June 23, 2020

We have been very busy in the office. The morning appointments are almost always booked and we often have lines in the afternoon. Now that I am back at the office, beginning June 25th we are looking to change the “public hours” to Monday, Tuesday, and Friday 11am to 4pm and Thursday 1pm to 6pm. The office will continue to take appointments for at risk individuals from 9-11 Monday, Tuesday and Friday and from 11am to 1pm on Thursdays.

We received 470 absentee ballot requests so far and are working at getting all the ballots in the mail. Becky is also working on plans for Election Day. Because of the executive order allowing absentee balloting up to 8pm the day of election, and because we anticipate lines and the need for sanitizing the election booths, I request that we close the Town Office on election day in order that Pam and I work at the polls.

We have requested to borrow a second machine from Auburn or Portland for this election. Because it is a rank choice voting election, the municipal ballots needed to be coded on a separate stick. Originally, we had thought the municipal ballots would be processed on Thursday but if we obtain the second machine we will process them the day of election. RSU5 ballots will be hand counted on Wednesday. Legally, we are required to have the results within 24 hours and the RSU is intending to finalize assessments to the municipalities on Wednesday, July 15th.

I have submitted (with Rob’s help) a grant application for financial assistance with expenses due to COVID. I included expenses for transferring the meeting room from the Town Office to the Eureka Center, sanitizing and signage for the parks, additional measures to ensure the Town Office is in compliance with best practices and funds to create a COVID page on our website and disseminate COVID education via Facebook and the webpage.

The Historic District, the Conservation Commission and the Cemetery Committee have all held meetings, either via zoom or at the Eureka Center where they can social distance. The Planning Board has had several workshops including one where they outlined responsibilities for their administrative support. Depending on their application load, we may need to add funds to the Planning Secretary next year.

I am looking for direction regarding appointments to Committees, Boards and Commissions. In the past, the Board has appointed anyone interested to open seats. I have a few questions regarding the policy of this Board.

- Is it the policy of the Board that any existing member of any Committee, Board or Commission, whose term is expiring, be reappointed if that is what they wish?
- Is it the policy of the Board that all applications be forwarded and vetted to/by the Board prior to that applicant’s appointment papers being prepared? For all open positions or only on specific Committees. Boards or Commissions?
- What would be the process for vetting new applicants: for the Planning Board? for the Board of Appeals? for the Memorial Day Parade Committee? for the Historic District Commission? for the Cemetery Committee? for the Eureka Committee? for the Conservation Commission?



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

06/23/20

Report Date: 06/23/20

General Overview:

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

Departmental Changes/Major Projects:

- **DFR COVID-19 Response and Preparedness** - We continue to monitor the situation locally and state wide. Our call volume continues to be lower than normal and we are maintaining an appropriate stock of PPE for our responders. We continue to follow current Maine EMS guidelines for all responses and department operations. Through the month of June, we are continuing trainings and meetings in small groups that are within current recommendations. The fire station will remain closed to the public at least until the end of June. As we have a small and entirely voluntary staff of EMS providers, our goal is to continue to protect them until we can see a more promising drop in infection numbers.
- **Infection Control Officer Training** - For the last two days, two members have been attending an online Designated Infection Control Officer Training. This has provided us with updated information to ensure the town and the department is compliant with infection control requirements at both the state and federal level. This also makes us a greater asset to the town and community as we deal with current events.
- **Well/Septic Projects** -
 - **Well Project** - The well project has been completed. I am disappointed to report that the bill for the project far exceeded the bid due to unforeseen complications and the need to hydrofrack after a depth of 705ft to create an effective flow. The total bill came to \$12,068.00. This increase over the \$6000 bid for the well and trench was due to additional drilling and casing needed as well as the cost of hydrofracking. The pump is up and running, servicing the station. The bidder will be here on Friday to complete the final flow test and we will be submitting a sample for testing next week.
 - **Septic Project** - Has not been started. Will be following up with the successful bidder tomorrow.



DURHAM FIRE & RESCUE

- Budgetary Review - I have reviewed the current budget status and the department is in good shape and operating well to meet the proposed budget for 2020. This is surprising because even though it seems that our call volume has dropped, we are actually 20 calls ahead of last year at this time. We are reviewing the data to see how our expenses have matched up to last year given the noted surplus at the end of 2019. As our call volume is actually up, I am hoping to have more data to explain the surplus in regards to call types changing vs. savings due to operational changes. This information should help us more effectively draft and refine the budget looking ahead.

Apparatus:

- No Major Issues - All apparatus are in service and functioning. All annual ladder testing complete. All annual pump testing to be completed by end of July.

Discussion Topics:

- Suspension of Online Burn Permits - At the direction of the Maine Forest Service, all burn permits have been suspended effective immediately until further notice due to sustained dangerous conditions.

Respectfully Submitted,

Joseph C. Moore, Chief of Department