

**Town of Durham
Board of Selectmen
Regular Meeting Minutes
September 22, 2020**

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

Roll Call: Kevin Nadeau, Chairman; Rob Pontau, Vice Chairman; Marc Farrin; and Todd Beaulieu

Quorum: Quorum met with four (4) members present

2. Amendments to Agenda: None

3. Public Comment: None

4. Public Hearing: Junkyards/Automobile Graveyards

Kevin Nadeau Moves to issue a Junkyard permit to Troy and Lisa Peterson at 1266 Hallowell Road. Rob Pontau Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to issue a Junkyard permit to Kenneth Carll at 1205 Royalsborough Road, contingent upon receiving a letter from the Durham Code Enforcement Officer on or before September 30, 2020 that the junkyard is fully in compliance with state and local codes. Todd Beaulieu Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to issue a Junkyard permit to Alvin Dennison at 184 Auburn Pownal Road. Todd Beaulieu Seconds. Motion Carries 4-0.

Kevin Nadeau closes the Junkyard/Automobile Graveyard Public Hearing.

4. Action/Discussion:

a. CTCL Grant:

Kevin Nadeau Moves to accept the \$5,000 grant from the Center for Technology and Civic Life. Rob Pontau Seconds. Motion Carries 4-0.

b. Town Office Hours for November 3:

Kevin Nadeau Moves to close the Town Offices on Tuesday, November 3. Todd Beaulieu Seconds. Motion Carries 4-0.

5. Department/Committee Reports:

Road Commissioner Calvin Beaumier presents his report (see attached).
Fire Chief Joseph Moore is not present (report attached).
Town Administrator Ruth Glaeser is not present (report attached).

6. Assessor's Session:

Kevin Nadeau Moves to go into the Assessors' Session. Rob Pontau Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to approve the abatements/supplemental tax assessments to Map 9 Lot 32 and Map 9 Lot 32b as presented by the Durham Tax Assessors' Agent Donna Hays. Rob Pontau Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to approve the abatement/supplemental tax assessment for Map 11 Lot 37b as presented by the Durham Tax Assessors' Agent Donna Hays. Rob Pontau Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to approve the abatement/supplemental tax assessment for Map 12 Lot 36 as presented by the Durham Tax Assessors' Agent Donna Hays. Rob Pontau Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to approve the abatement/supplemental tax assessment for Map 1 Lot 57 as presented by the Durham Tax Assessors' Agent Donna Hays. Todd Beaulieu Seconds. Motion Carries 4-0.

Kevin Nadeau Moves to come out of the Assessors' Session. Rob Pontau Seconds. Motion Carries 4-0.

7. Consent Agenda:

Kevin Nadeau Moves to approve the Consent Agenda as presented. Marc Ferrin Seconds. Motion Carries 4-0.

8. Selectmen's Comments:

Kevin Nadeau announces that the next regular meetings of the Select Board will be at 6:30 p.m. on Tuesday, October 13; and Tuesday, October 27, via Zoom.

Kevin Nadeau also announces that two public hearings regarding the upcoming November 3 Special Town Meeting will be held via Zoom: at 6:30 p.m. on Wednesday, September 23; and at 9:00 a.m. on Saturday, October 3.

Kevin Nadeau Moves to Adjourn at approximately 7:15 p.m. Marc Ferrin Seconds. Motion Carries 4-0.

Respectfully submitted,

Kathy Dion
Meetings Secretary



Town of Durham

**1099 Royalsborough Road
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**Road Commissioner
Calvin Beaumier
Cell Phone (207) 844-1774**

Durham Public Works Department Head Report 09-22-2020

- We have continued work in Deervale and Rangdale neighborhoods and hope to wrap those up this week and move on to other roads to get a jump start on next year's ditching.
- I have been busy working on updates to the CIP and paving plans.
- Continued work with Crooker on coordinating maintenance paving and wrapping up bond paving for the season as well as the walkway and drainage area behind the fire station.



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

09/22/20

Report Date: 09/22/20

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. We continue to follow current Maine EMS guidelines for all responses and department operations. The fire station remains closed to the public in regards to use of meeting space.
- **Completing "SHAPE" Award Renewal**: Working with the Dept. of Labor to remotely renew our SHAPE award status. "The Safety and Health Award for Public Employers (SHAPE) recognizes public sector employers who maintain an exemplary safety and health management system. Acceptance into SHAPE by the Maine Department of Labor, Bureau of Labor Standards is an achievement that distinguishes your organization as a model for workplace safety and health." This was achieved first by the previous chief and keeps us ahead of the curve in regards to DOL compliance.
- **Call Volume** - We continue to be far ahead of last year, currently 36 calls ahead of last year. We have been managing multiple calls per day and I again feel the need to recognize our members giving so much to their community.
- **Driver Training** - We had 8 members attend Basic EVOC. While this is just the first step of becoming approved drivers, it was really fantastic to seem many current members attend to just to be able to expand their abilities to respond for the town.

Apparatus:

- **Damage to Ladder Truck** - The ladder truck has passed its compliance test. The door and cosmetic repair is scheduled for next week.

Discussion Topics:

- **Hose Tower Issues** - Scheduling with general contractor for initial repairs and inspection.

Respectfully Submitted,

Joseph C. Moore, Chief of Department

Town Administrator Report

September 22, 2020

Items requiring a motion:

The Public Hearing for the adoption of the 2020/2021 General Assistance Appendices is on the agenda. These changes are adopted every year. I have enclosed a memo explaining the process. The Board has the option to adopt their own amounts but not less than is outlined in the 2020/2021 General Assistance Maximums Reference Sheet-Lewiston/Auburn MSA (Durham is included in the Lewiston/Auburn area). I have not yet seen an uptick in General Assistance requests this year. You need to adopt the 2020/2021 General Assistance Appendices A-H for the Lewiston/Auburn MSA or set alternate higher maximums. The State will only reimburse the Town for 70% of the state approved maximums.

Becky has filled out a new grant application for up to \$5,000 to defray some of the election costs from this year. I have enclosed an FAQ sheet from the organization providing the grant, the Center for Tech and Civic Life, as well as the completed and emailed application. We request that the Board approve accepting the grant should we receive it and give me authority to sign any paperwork associated with accepting the grant.

Please note that there is an assessor's session on the agenda tonight. Donna has attached explanations. We will need motions on each of the properties. If you have any questions prior to the meeting, I will be in the office through Monday afternoon.

We are anticipating a very busy election day on November 3rd. The office would like to request that we close on November 3rd so the office staff can all be available at the election. We will need a motion to close the office on November 3rd.

Per State requirements, I have mailed letters to all owners of land who may be impacted by the Shore Land Zoning Change. As we did last time, the Board needs to certify that these letters have been sent. I have attached the form with the mailing information. I have placed this in the consent agenda and will need your signatures.

Informational items:

The Office continues to be very busy answering questions regarding absentee ballots and taking applications. As of Thursday, September 17, 2020, the Town is up to 825 absentee ballot requests.

I have submitted the first invoice for the Keep Maine Healthy Grant which includes employee time used for cleaning and crowd control during the July primary.

The tax due date was September 11, 2020. Through September 17th we have collected 90.30% of the taxes committed in comparison with last year's figure of 91.58% at the end of August (taxes were due in August last year). It is too early to know if any of the difference can be attributed to economic difficulties due to COVID.

Relating to General Assistance: The Town has a home heating fund which is utilized during the winter months when residents need assistance but do not qualify for General Assistance. This fund was originally set up as a partnership using some Town funds and donations. Since I started working in Durham in 2014, the fund has been completely funded by donations.

By the time you meet, you should have received most of the 2020 CIP paperwork. I will put the discussion on the agenda for your meeting on October 13, 2020.

I have looked into CDARS rates now that the Town has some cash on hand. The interest rate on 12-month CDARS is .51%. Our present savings interest rate is .50%. At this time, investing in CDARS is not a viable option.

Per our conversation at the last meeting, I am including the bid to repaint the gazebo which includes the type of paint used.

I am also including a description of a training which explores the roles of Select Board members and a Town Manager. Please let me know if any of you would like to attend.