

**TOWN OF DURHAM  
SELECT BOARD  
MEETING MINUTES  
NOVEMBER 24, 2020**

Members present via Zoom: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Richard George; Marc Farrin. (Todd Beaulieu absent)

1. Roll Call
2. Amendments to the Agenda: None
3. Action & Discussion:

- a) Code Enforcement Officer Robert Forrest – No Action Taken
- b) Earned Paid Leave – No Action Taken
- c) Union Church Committee – No Action Taken
- d) COVID Operations Metric – No Action Taken
- e) Durham Giving Tree

**Kevin Nadeau Moves to approve the Giving Tree policy for 2021 as presented. Rob Pontau Seconds. Motion Carries 4-0.**

4. Department Reports
  - a) Fire Chief Joseph Moore – not present (see attached)
  - b) Road Commissioner Calvin Beaumier presents his report (see attached)
  - c) Town Administrator Ruth Glaeser presents her report (see attached)
5. Assessor's Section:

**Kevin Nadeau Moves that the Select Board go into the Assessor's Section. Rob Pontau Seconds. Motion Carries 4-0.**

**Kevin Nadeau Moves to grant an abatement of \$417.15 for the property at Map 1 Lot 69. Rob Pontau Seconds. Motion Carries 4-0.**

**Kevin Nadeau Moves that the Select Board come out of the Assessor's Section. Rob Pontau Seconds. Motion Carries 4-0.**

6. Consent Agenda:

**Kevin Nadeau Moves to Approve the Consent Agenda as presented. Rob Pontau Seconds. Motion Carries 4-0.**

7. Select Board Chair's Comments:

**Kevin Nadeau announces that the next regular meetings of the Durham Select Board will be held via Zoom at 6:30 p.m. on Tuesday, December 8, and on Tuesday, December 22.**

8. Adjourn:

**Kevin Nadeau Moves to Adjourn at 7:23 p.m. Rich George Seconds. Motion Carries 4-0.**



# DURHAM FIRE & RESCUE

## Chief's Report on Department

### Durham Select Board

11/24/20

**Report Date: 11/20/20**

#### **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. With the recent increase in statewide cases, I have implemented mandatory mask use in the station when more than four members are present. I have purchased reusable masks for the members to use when in quarters so as not to deplete our emergency response PPE supply. We will continue to review all available material, and reinstitute stricter measures as needed. We will be discussing the potential need to restrict trainings and meetings again at the next officers meeting.
- **Grant Opportunities** – Both grants that I discussed in the previous meeting have been applied for.
- **Call Volume** – We continue to be far ahead of last year, currently 26 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.
- **2021 Budget Prep** – Continuing to work and revamp the budget for presentation. Please see “Discussion Topics”.
- **Staffing and Training** – We have two members that have recently completed the Firefighter 1 & 2 Program. They are awaiting the results of their national certification exam. They have put in a tremendous amount of work to complete this though the restrictions of the pandemic. I don't want to jinx their test results, so I will wait to announce their full completion.

#### **Apparatus:**

- **Truck 24 Repair** – Truck 24 will go out of service for a short period next week to repair the door that was damaged in September.



## DURHAM FIRE & RESCUE

### Discussion Topics:

- 2020 Current Budget – Though I cannot be present, I was hoping to continue the discussion around the use of the funds from the potential budget surplus to order new self contained breathing apparatus. After speaking with our current vendor it has come to light that the pandemic's effect's on manufacturing is extending everywhere. While it would usually take no more than 90 days to complete the order, they are now being told by the manufacturer that it could take up to four months. Therefore, I am rescinding my recommendation to use any surplus before the end of the year as it would not provide any real time or cost savings to do so. I will pursue additional packs through adjusting my CIP request. As the money still currently rolls into the capital fund for the FD, it really will not impact us to wait another few months. Hopefully by the 2021 budget approval, we will see this issue begin to correct itself.
- 2021 Budget Needs – As I continue to work on the 2021 budget with the knowledge that this will be a tight year for the town, I am working to make sure we are operating as efficiently as possible while still providing the correct financial picture for the level of service we provide. Additionally, the new Earned Paid Leave law taking effect and the increase in minimum wage will need to be factored in. I believe the Town Administrator has created a spreadsheet demonstrating what that increase looks like. She has provided that to me and I am working on realigning my labor line accordingly.
- Equipment/Service Evaluation RFP- Please see attached final draft of the DFR Station Evaluation RFP. I would like to release this on the 25<sup>th</sup> of November.

Respectfully Submitted,

Joseph C. Moore, 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 11-24-20**

- Crew has been working on ditching and culvert replacement on Beaver Woods Road.
- We have not hauled winter sand yet due to the rain. We will haul that next week
- We are continuing to pave driveway aprons in various driveways where we have replaced culverts over the summer. This time of year, we have to pave them in as we go since the pavement plant could close any day for the season.
- Crews continue to clean the bathroom and grounds at the parks and Town properties.
- Crooker will be starting the shoulders in the Deerevale and Rangdale neighborhoods this week sometime.
- We will continue ditching right up until frost or snow makes it impractical to continue.
- We will be switching to winter hours that includes a half day on Fridays starting this Friday November 27th.
- I checked for an update today on our new wheeler. They said it still looks like early December. I asked them to call the plant and get an actual date and they are calling them tomorrow.

## Town Administrator Report

November 24, 2020

The Town Office has slowed down substantially since the election and we are catching up on the work that was overshadowed by the election. Becky has signed up for online dog registrations and Durham Residents can now register their dogs online.

### Earned Paid Leave

I have read through information regarding Earned Paid Leave and have synopsized it in a separate document along with a proposed update to the Town's Employee Handbook.

### Union Church Committee

As requested, I have eliminated the project management section of the vision statement. As the Town Manager takes over the day to day operations of the Town, he/she will be the one in charge of project management in close collaboration with the committee, CEO and Public Works as necessary. Any new maintenance or renovation expenses would be approved through the CIP and/or Budget Process. I have allotted many of the responsibilities to the Town Administrator until the Manager is hired but I consider it unlikely that any accomplishments or decision making will be realized prior to the Manager timeline.

### COVID Operations Metric

In an effort to have a plan in place during the coming months of the pandemic, I have created an outline of metrics and corresponding operational changes within the town. These metrics would be communicated to all employees and the public.

### The Giving Tree

This year both of the employees who had previously run the Giving Tree have left employment in their respective towns. As such, we are bringing the Giving Tree in house this year. I have created a policy for the Town with regard to the Giving Tree which is attached.