

**TOWN OF DURHAM
SELECT BOARD
REGULAR MEETING MINUTES
DECEMBER 22, 2020**

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

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

- a) Items to encumber for 2021:

Rob Pontau Moves to encumber for 2021: \$188,600 for a Public Works plow truck; and \$8,000 for the Durham Town Manager search. Todd Beaulieu Seconds. Motion Carries 4-0 (Farrin Abstains).

- b) Budget Schedule:

Discussion with Town Administrator Ruth Glaeser to set dates for upcoming budget meetings. The dates are:

- February 7, 2021
- February 12, 2021
- February 26, 2021 (at the regular Durham Select Board meeting)

The Budget Committee will vote on their recommendations during the week of February 21-25, 2021.

- c) Town Offices closure for New Year's Eve Holiday:

Rob Pontau Moves to close the Durham Town Offices on New Year's Eve (December 31, 2020), and other full-time non-

Durham Town Offices employees will receive 8 (eight) hours of compensatory time. Marc Farrin Seconds. Motion Carries 4-1 (George Opposed).

d) Changing Durham town email:

Ruth has researched a new email provider. The Select Board gives Ruth and Tammy Quimby, Town of Durham PIT Liaison, authorization to pursue switching to a new email provider as soon as possible. Ruth and Tammy will keep the Select Board informed.

5. Department Reports:

- a) Fire Chief Joseph Moore presents his report (see attached)
- b) Road Commissioner Calvin Beaumier presents his report (see attached)

Rob Pontau Moves to sign the Southern Maine Public Works Aid Contract with Road Commissioner Calvin Beaumier as the authorized representative to sign it. Kevin Nadeau Seconds. Motion Carries 3-2 (George Opposed, Farrin Opposed).

- c) Town Administrator Ruth Glaeser presents her report (see attached)

6. Consent Agenda:

Rich George Moves to approve the Consent Agenda as presented. Marc Farrin Seconds. Motion Carries 5-0.

7. Select Board Chair's Comments:

Kevin Nadeau announces that the next meeting of the Durham Select Board will be a Needs Assessment Workshop to kick off the search for Durham's first Town Manager, held via Zoom at 6:00 p.m. on Tuesday, January 5, 2021.

The next regular meetings of the Durham Select Board will be at 6:30 p.m. on Tuesday, January 12, and on Tuesday, January 26, via Zoom.

8. Executive Session:

Kevin Nadeau Moves to go into Executive Session at 7:50 p.m. Rich George Seconds. Motion Carries 5-0.

Kevin Nadeau Moves to come out of Executive Session at 8:00 p.m. Rich George Seconds. Motion Carries 5-0.

The meeting is Adjourned at 8:01 p.m.

Respectfully Submitted,
Kathy Dion
Town of Durham
Meetings Secretary



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

12/22/20

Report Date: 12/22/20

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. 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. As the vaccine is now becoming available, we are working with the state and local agencies involved to coordinate acquisition of it for interested members.
- **Call Volume** - We continue to be far ahead of last year, currently 20 calls ahead of last year. We have been managing multiple calls per day and we had no issues handling calls during our recent storm. I would like to take a moment to recognize our members giving so much to their community.
- **2021 Budget** - 2021 Budget completed and submitted to Town Administrator.

Apparatus:

- All apparatus are in service.

Discussion Topics:

- **Fire Service Review RFP** - As I do hope to move forward with this project in the coming year, I am curious if the board was able to get any of the questions they have had answered about what we should be looking for in regards to this assessment.

Respectfully Submitted,

Joseph C. Moore, Chief of Department



Town of Durham

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

Durham Public Works Department Head Report 12-22-20

- Crooker almost finished shouldering the Rangdale neighborhood to complete the 2020 paving plan. They ran just a few hundred feet short on one side before the snow made it impossible to finish this year. They will complete that in the spring.
- I have continued work on the 2021 budget.
- Ron and I have completed a webinar class entitled (Motivating, Engaging, and Inspiring Employees). This was a great class with some great takeaways.
- I attended the Southern Maine Public Works Group session last week, hosted by GPCOG. GPCOG then took our final product to the Town Manager's meeting for discussion with them. The plan was to then have the Town Managers present their final product to the Municipal Officers. I forwarded my copy to Ruth. I'm sure she got one from GPCOG as well. GPCOG stated that the document went through their legal review process. I would recommend that the Board sign this as an added insurance against the pandemic.
- We have pulled the plug on ditching for now due to the active weather pattern. We are ready to jump back at it if the forecasted rain thaws things out and clears the snow
- Our new plow truck is at the paint shop in Durham so we can expect to put that one in service just after the holidays.

Town of Durham
Town Administrator Report
December 22, 2020

Encumbrances

I need a vote to encumber both the \$188,600 for the Dump Truck and the \$8,000 for the Manager Search. This will allow the funds to be available in 2021.

Budget Schedule

I am enclosing a proposed Budget Schedule. With this schedule, the budget process would be complete by the end of January. This would allow us time to get the ballots printed in time for an April referendum.

Holidays

In appreciation for the hard work the employees of Durham have put in this year under less than ideal condition, I ask the Board to consider voting to make December 31st a holiday. Pam, Becky and myself would close the books on Wednesday, December 30th. Monday and Tuesday, the 28th and 29th, the office would be open regular hours.

I attended two webinars this past week, MMA Controlling Indoor Air Quality to Reduce COVID-19 Transmission and MMA Handling COVID during Cold & Flu Season. Michael Abbott was one of the presenters of the first webinar. I have purchased HEPA air cleaners for the Town Office and the Eureka. Funds were available from this year's budget. After the holidays, I will look at possible changes to our "Return to Work Policy" as more information is available from the Maine and Federal CDC.