

DURHAM SELECT BOARD
Virtual Meeting via Zoom
MEETING MINUTES
February 9, 2021

1. Select Board Chair Kevin Nadeau Calls the meeting to order via Zoom at 6:30 p.m.

Durham Select Board members present via Zoom: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Richard George; and Marc Farrin. Todd Beaulieu arrived late.

2. Amendments to the Agenda:

Kevin Nadeau adds item "a) Minutes from January 19" to the Consent Agenda section.

3. Public Comment: None

4. Action/Discussion:

- a) Pole Permit Policy:

Kevin Nadeau Moves to accept the Town of Durham Pole Permit Policy as currently presented on the screen, which authorizes the Road Commissioner to inspect and approve utility pole permits if the applicable conditions have been met. Rich George Seconds. Motion Carries 5-0.

- b) Town of Durham Email:

Kevin Nadeau Moves to approve the plan for the email migration license to Office 365 as presented; but without the optional professional services to set up anti-spam; and without the optional professional services to set up an Office 365 backup pending a more complete explanation from the vendor. Rich George Seconds. Motion Carries 5-0.

c) Date for Public Hearing:

The date for the public hearing for the 2021 Town Meeting warrant is set for 6:00 p.m. on Tuesday, March 16, via Zoom. Details TBA.

d) Oath for Registrar:

Kevin Nadeau Moves to approve the oath as presented naming Becky Taylor-Chase as Registrar. Rich George Seconds. Motion Carries 5-0.

5. Department/Committee Reports:

- a) Road Commissioner Calvin Beaumier presents his report (see attached)
- b) Fire Chief Joseph Moore presents his report.
- c) Town Administrator Ruth Glaeser presents her report (see attached).

6. Consent Agenda:

Kevin Nadeau Moves to accept the Consent Agenda as presented, including minutes from January 19 and January 26. Rob Pontau Seconds. Motion Carries 5-0.

7. Select Chair's Comments:

Kevin Nadeau announces that the next regular meetings of the Durham Select Board will be via Zoom at 6:30 p.m. on: Tuesday, February 23, and Tuesday, March 9.

Kevin Nadeau reminds that the public hearing for the 2021 Town Meeting Warrant will be held at **6:00 p.m.** on Tuesday, March 16. Residents are reminded to note the earlier start time for this meeting.

8. Executive Session:

Kevin Nadeau Moves to go into Executive Session at approximately 7:09 p.m. Rich George Seconds. Motion Carries 5-0.

Respectfully submitted,
Kathy Dion
Town of Durham
Meetings Secretary

NOTICE OF PUBLIC MEETING

Town of Durham Board of Selectmen

Kevin Nadeau, Chairman, Rob Pontau, Vice Chairman,
Todd Beaulieu, Richard George, Marc Farrin

A virtual ZOOM Meeting of the Durham Board of Selectmen will be held on Tuesday, February 9, 2021, beginning at 6:30pm. To join Zoom Webinar use URL <https://us02web.zoom.us/j/86037147787>, there is no password. Residents may also connect by phone by calling: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799. The Meeting ID: **860 3714 7787**. The meeting will also be streamed on Town Hall Streams which can be accessed through our website at www.durhamme.com. The meeting will NOT be available live on the local channel.

Please email any questions or concerns to Ruth Glaeser at adminasst@durhamme.com prior to the meeting. Public comment will be allowed. Please keep your microphone muted and raise your virtual hand when you want to speak.

AGENDA

Consideration of:

1. Call to Order & Establishment of Quorum
2. Amendments to Agenda
3. Public Comment
4. Action & Discussion Items:
 - a. Policy on Pole Permits
 - b. Town Emails
 - c. Date for Public Hearing(s)
 - d. Event Permit
 - e. Oaths for Registrar and Conservation Commission
5. Departments/Committees:
 - a. Road Commissioner
 - b. Fire Chief
 - c. Town Administrator
6. Consent Agenda: (Any Board member may request to have an item removed from the consent agenda for discussion)
 - a. Approve Minutes for January 26, 2021
 - b. Accounts Payable Warrant
7. Selectmen's Comments:

Upcoming Meeting(s) and Town News:

Select Board Meetings will be held:

Tuesday, February 23, 2021 at 6:30 pm
Tuesday, March 9, 2021 at 6:30 pm

8. Adjourn
9. Executive Session Pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters



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 2-08-21

- We have been battling back-to-back storms. The weather pattern has certainly shifted to active in February.
- I have been in communication with surrounding Towns regarding the spring road postings. We are keeping an eye on the temps and weather to come up with a date but it will be sometime in the next couple of weeks. We try to collaborate on this so that trucks don't get stuck at Town Lines with nowhere to turn around.
- I will be attending the next Southern Maine Public Works Group meeting on Wednesday where we will be having roundtable discussions (virtually) regarding pandemic staffing, vaccinations, and other public works related issues.
- I've updated the diagnostics software for all of our trucks for the year. This is a very important element of maintaining our fleet, for example, I received an email alert at 1 AM this morning that truck three was low on engine coolant. I am also alerted when a truck exceeds 2500 RPM's and countless other truck info. I will be updating and renewing the software for the heavy equipment next month when it comes due.
- We are continuing to work with the Maine Department of Labor through videos and phone conversations to keep our safety training and programs up to date.
- The new 2021-wheeler has been put in service and is working nicely.

- I have been working on the proposed road posting ordinance amendment between storms. I will get the draft out today for your review. There is no rush on this since we will be posting all roads in the next week or two for several weeks.
- I have been working with the engineer regarding the three-year paving bid docs. I have sent it back for some changes and I should have that later today or tomorrow at the latest and will forward that along before the meeting.

Town Administrator Report

February 9, 2020

The Town office continues to function well.

- The Audit is almost complete.
- Tammy is working on the Annual Report.
- Dog licenses have been extended and the online registration system will continue to be available.
- The ballots have gone to the ESS for printing and coding.
- I am working on a town-wide mailing giving residents information regarding the upcoming Referendum. I will send out a draft sometime this week to be approved at your next meeting. I anticipate mailing it the last week in March in preparation for absentee ballots to be available.

To alleviate any confusion regarding pole permits, I have written up a short policy for the Board to approve. It gives the Road Commissioner full authorization to approve and sign pole permits. In the event the Road Commissioner anticipates any issues, he or she would bring the permit before the Select Board.

The Town has received authorization to use the .gov domain. David has resubmitted the quote from last October. I am also enclosing a breakdown of the expenses. We will coordinate the steps with BEK and follow their suggestions as to the best practices for transition. We may choose in the future to not include all of the recurring line items but, in view of the recent hack, my plan is to start with these in place. David's quote is based off 29 emails. I believe we will have closer to 32 and have extrapolated this number into my overview.

The section regarding the setup of three new stations was completed in 2020. That replacement upgraded the last of the Windows 7 computers. Although we could have upgraded the old computers to Windows 10 PRO, they were all old computers which needed replacement. This year we have replaced the mechanic's computer. Next on the list is the codes computer. The Town Manager may wish to replace the computer I use but we will wait to allow the Town Manager that choice.

Tammy has sent you an outline of a report she had completed a while ago. Tammy, Kathy and I have been discussing the possibility of restarting the telecommunications committee for two purposes. One purpose would be to assist the Town with Telecommunication Objectives and the other would be a think tank to assist the Town Manager with IT objectives. With Tammy leaving, it will be helpful for the Town to go ahead with this endeavor. It would be useful to have a number of Durham residents with IT and Telecom expertise to support the Select Board and Town Personnel. A short-term goal is to get such a committee up and running.

We should set a date for a Public Hearing (or two). Do we want to do one on a week night and one on a week end like we did last time? Do we want to have George and/or members of the Planning Board available to field questions about the Land Use changes? The mailing should be in boxes the first week of March and absentee ballots will be available starting March 6th at the latest. Maybe one on March 8th and one on March 20th?

Todd has requested I put a discussion of an event permit on the agenda.

We have a new prospective member of the Conservation Commission. I have sent you here application. She will be a great addition. Becky recently took a class regarding elections. She has discovered that the Board (or Town Manager) must appoint a registrar (which is Becky) in January if every odd year. I ask that you make these two appointments.