

**DURHAM SELECT BOARD
MEETING MINUTES
MARCH 26, 2020**

A virtual meeting of the Durham Select Board was held on Tuesday, March 26, via Zoom.us, due to the COVID-19 pandemic.

Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Richard George; Todd Beaulieu; and Marc Farrin

1. Call to Order: Kevin Nadeau called the meeting to order at 5:00 p.m.
2. Establishment of Quorum: Quorum established with five (5) members in attendance via Zoom
3. Amendments to the Agenda: Kevin Nadeau adds item *4d: Suspension of Trash Tags*
4. Public Comment: None
5. Action & Discussion:
 - a) Budget priorities discussion
 - b) Ongoing COVID-19 planning
 - c) Town Clerk oath – tabled to next meeting
 - d) Suspension of trash tags –

Rob Pontau Moves to suspend the use of trash tags through April 30 but limit to one bag per week, and any additional bags will need to be tagged. Todd Beaulieu Seconds. Motion Carries 5-0.

6. Departments/Committees:
 - a) Fire Chief Report – Chief Joseph Moore presents his report (see attached)
 - b) Road Commissioner Report – Calvin Beaumier presents his report (see attached)
 - c) Town Administrator Report – Ruth Glaeser presents her report (see attached)
7. Selectmen's Comments:

Kevin Nadeau announces the following:

- The next regular Select Board meetings will be held virtually, at 6:30 p.m. on Tuesday, April 14, and Tuesday, April 24.
- All other non-essential Board/Committee meetings have been postponed until further notice.

- Municipal Elections, scheduled for April 3, and Town Meeting, scheduled for April 4, have been postponed until further notice. Absentee ballots are available by calling the Town Office.
- All municipal buildings are closed to the public until further notice. Town staff continue to work and are available by phone or email.
- Residents are urged to monitor the Durham website and Durham Facebook page for updates.

8. Adjourn:

Rob Pontau Moves to Adjourn at 5:58 p.m. Rich George Seconds. Motion Carries 5-0.

Respectfully submitted,
Kathy Dion
Meetings Secretary



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

03/24/20

Report Date: 03/24/20

General Overview:

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

Departmental Changes/Major Projects:

- **FEMA Grant** - Grant has been successfully submitted. I will advise the board as the process moves forward.
- **SCBA Bottle Replacement Purchase** - Bottles have been quoted and ordered. I was able to secure a price far less than the maximum approved. Final cost was \$24,650.
- **DFR COVID-19 Response and Preparedness** - We continue to monitor the situation locally and state wide. We receive updates daily from Maine EMS, the Maine CDC and other entities. With this information, we update our providers regularly to ensure our preparedness for any response. We have altered our response guidelines and instituted staff monitoring procedures. Any information applicable to public government activity will be forwarded immediately. My goal is to update the public through the Facebook page weekly as to what they can expect in regards to DFR responses and availability of services during this time. Updates more often than needed, as we see with the constant barrage on social media, is just confusing people and bolsters the fear that is present right now.
- **New Employees/Staffing** - Currently onboarding two new per diem employees and reviewing how we are deploying staff to ensure adequate coverage. This is being done within the current staffing model and with mindfulness of the budgetary impact.

Apparatus: N/A

Discussion Topics: N/A

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 03-25-2020

- We have posted every door at the Public Works with “Due to COVID 19, no public access until further notice” signs. All sales people have been instructed to leave orders at the door during normal business hours and to call ahead. We have wall mounted hand- sanitizers mounted at every door and a vigorous hand washing regiment is in place. We are doing everything we can to maintain our own bubble.
- We have stopped servicing the outhouse at Runaround Pond Park. All toilet paper has been stolen and I don’t believe it is safe for the crew to be cleaning public spaces for the time being. We have posted a sign to the door of the outhouse.
- MDOT is crushing the stockpile of reclaim on 136 and said they should be done on April 17th and that they were scheduled to start making cold mix and putting it down May 11th on Rt 9. They said that the pandemic might alter those plans, however.
- Some towns are talking about pulling their seasonal posted road signs down around the first week of April. I am planning on holding ours in place until at least the middle of the month. My position has always been that if you have ice and snow along the shady spots of the road that there is still frost under the road in those areas.
- Truck bid opening is scheduled for next Tues March 31st at 2 PM. We will hold that outside at the Town Office. It is my opinion that we should move forward with getting the numbers.
- Continued work with engineer and abutting landowners regarding the Day Road improvements.

- Continued negotiation with Crooker regarding the 2020 maintenance plan. They are quarantined and not having any meetings for contract signing. They said that they will let me know when we can get to the table with them.
- We have added high visibility lime green delineators to the stop sign posts at the intersections of Rabbit, QMH, and 136 as well as Rabbit, Runaround and Rt.9. I saw these in another town and liked the effectiveness.
- Crew is busy performing PM on the equipment i.e. priming/ painting/ welding and fabricating plows, truck frames and parts etc. We are also getting signs replaced and new posts put in that have been damaged over the winter.
- We will continue work on equipment as well as spring clean-up of all Town properties over the next couple of weeks.

Town Administrator Report

March 26, 2020

I have attached a cash reconciliation through today and a cash forecast. The cash forecast is a very rough sketch. I have done cash reports many times and have a pretty good idea of expenses but revenue may be a crapshoot. I have asked Androscoggin bank if they will delay the bond payments due in May for three months just in case.

I believe this will go on longer than originally thought. The impact on some members of our community may be severe. Should we start a donation (financial) fund for residents who require financial help unavailable elsewhere? We could use many of the requirements of the home heating fund.

I have received an idea regarding coordinating a drive to collect firewood (volunteers would cut and split) to be made available to residents who need wood this coming winter.

We will begin calling as many residents as possible who are 65 and older to check on their well-being and determine if they require assistance. I have twenty-one volunteers but have received no requests for assistance yet.

The Town Office continues come to the office on a daily basis. We answer many phone calls and assist residents as well as we can. Should we consider staggering personnel?

The Memorial Day Parade Committee is looking for new members to assist with the Memorial Day Parade and 5K Fun Run planning. As of now, we are going on the assumption we will be able to hold the Memorial Parade. If that does not come to pass, maybe we can have a Labor Day Parade?