

NOTICE OF SELECT BOARD MEETING
Town of Durham Board of Selectmen
Kevin Nadeau, Chairman, Rob Pontau, Vice Chairman,
Todd Beaulieu, Richard George, Marc Farrin
630 Hallowell Road, Durham, ME. 04039
11/23/2021 6:30 PM

AGENDA

1. Call to Order & Establishment of Quorum
2. Amendments to Agenda
3. Departments/Committee Reports:
 - a. Town Manager – Kathy Tombarelli
4. Public Comment on non-agenda items / Correspondence
5. Action & Discussion Items:
 - a. Tabled Item: Consent Agreement – Illegal Junkyard located at 1205 Royalsborough Road
 - b. CIP applications, CIP Select Board Liaison and CIP meeting dates
 - c. Union Church maintenance & New Committee Discussion
 - d. BMV Select Board authorization from Limited New to New Registration Status.
6. Consent Agenda: (Any Board member may request to have an item removed from the consent agenda for discussion)
 - a. Approve Minutes – October 26, 2021 & November 9, 2021 Select Board Meeting Minutes
 - b. Sign November 9, 2021 A/P Warrant approved on 11/9/2021
 - c. Approve and sign November 23, A/P Warrant
7. Upcoming Meeting(s) and Town News:

Select Board Meetings will be held:

 - Regular Meeting – December 14, 2021 at 6:30 PM
 - Regular Meeting – December 28, 2021 at 6:30 PM

CIP Meeting

 - December 1, 2021 – 6:30 PM. Location and meeting format TBD.
8. Adjourn



TOWN OF DURHAM
630 Hallowell Road
Durham, Maine 04222

Tel. (207) 353-2561
Fax: (207) 353-5367

11/23/2021 Select Board Meeting – Manager’s Report

To: Durham Select Board
Citizens of Durham - Updates from 11/10/2021 - 11/23/2021

Happy Thanksgiving All - Please, see the updates below concerning activities in the Town of Durham over the past two weeks.

- Reminder, the Town Office hours will be changing effective **December 01, 2021**. M-W 8:30-4:00, Thur. 8:30 -6:00 and Friday 8:30 - 12:30. We are open at lunch.
- Trash pick-up: Thursday pick-up will be on Friday and Friday pick-up will be Saturday next week for Thanksgiving holiday.
- Due to increasing threats and recent breaches in municipalities, the Town of Durham has initiated "positive pay" through our banking institution which is a check verification process for A/P and Payroll checks. This does add additional staff time, but an extra layer of security.
- We have also been targeted recently with email phishing which looked completely legitimate - BEK was notified and was able to isolate the incident. BEK also monitors our email account for threats. All staff have been notified concerning phishing attempt.
- Work is completed on Louis Drive off of Rangdale Road with the exception of the paving which will be completed as soon as possible.
- A new heating system has been installed at the Fire Department and is operational. It appears that we will be able to absorb the cost in the current operational budget.
- The CIP committee will meet on December 1, 2021 at 6:30 PM. The meeting location will be announced closer to the meeting date due to increased Covid concerns.
- We are being impacted by supply chain issues and staffing related to Covid-19. This is making processing various transactions slower. Concerning our operations, we are continually monitoring Covid regulations. As of the writing of this memo, masks are recommended not required, which continues to be the practice at the Durham Town Office. Select Board meetings must be in person to approve and sign warrants. EMS Covid protocols are being monitored by Chief Tripp/DFR. We will continue to do what is required by the State. I have attached recent legal update concerning vaccination or testing mandates for municipalities with fewer than 100 employees - currently exempt.
- Giving Tree applications are available at the Town Office

Respectfully submitted,

Kathy L. Tombarelli

CLIENT ADVISORY

TO: Jensen Baird – Large Employer Clients
FROM: Alyssa Tibbetts and Paige Eggleston
RE: Federal COVID-19 Vaccine Mandate
DATE: November 4, 2021

As you are likely aware, on September 9, 2021, President Biden issued an Executive Order which included, among other things, a requirement that all private-sector employers with 100 or more employees mandate that their workers are either vaccinated or tested weekly for COVID-19. The Executive Order required the U.S. Occupational Health and Safety Administration (OSHA) to draft a rule to implement this requirement. That rule is referred to as the Emergency Temporary Standard (ETS) and a preliminary draft of the ETS was released by OSHA today. It is expected to be officially published tomorrow.

In anticipation of the implementation of this ETS in many workplaces in Maine, we've prepared the following summary of the requirements of the ETS that you should be aware of. As always, please contact us if you have questions or need specific guidance as to how to implement these new requirements in your workplace.

A copy of the ETS itself is available [here](#). The U.S. Department of Labor also released today a three-page general [summary](#) and brief fact [sheet](#).

OSHA ETS BASICS

Covered Employers:

- Private employers with 100 or more employees (firm- or corporate-wide)
- State and local government employers with more than 100 employees in states with OSHA-approved State Plans. This includes Maine
- *Not covered* are employers under governance of the Federal Contractor and Subcontractor Executive Order and associated guidelines, employers subject to the Healthcare ETS, employers with less than 100 employees, and public employers in states *without* OSHA-approved State Plans.
 - Note that we spoke with the Maine Department of Labor Workplace Safety Division today and confirmed their interpretation is that the covered employer provisions for state and local governments, as applied in

Maine, would only impact state and local government entities with over 100 employees.

Covered Employees

- All employees of covered employers unless a medical exception applies or a reasonable accommodation for medical or religious reasons may be granted per employer policy.
- The ETS does not apply to the following categories of employees of covered employers:
 - Employees who don't work in a workplace with other individuals
 - Employees who work from home
 - Employees who work exclusively outdoors

Timing:

- Covered employers are required to comply with “most provisions” of the ETS within 30 days after publication (estimated December 5, 2021), and must comply with testing requirements of the ETS within 60 days after publication (estimated January 4, 2022).

Maine's OSHA-approved State Plan:

- Employees of state and local government entities are only governed by the U.S. OSHA if they work in states that have an OSHA-approved State Plan. Maine has an OSHA-approved State Plan that applies exclusively to state and local government employees.
- The State of Maine will be required to adopt its own standards related to the ETS, which must match or be as effective as the federal standard. That must occur within 30 days of the publication of the ETS (estimated December 5, 2021). Public employers with over 100 employees should continue to look for further guidance from the state of Maine.

ETS EMPLOYER REQUIREMENTS

Employer Policy:

- Employers must adopt a policy that includes either:
 - mandatory vaccination
 - or*
 - the option become vaccinated or test weekly *and* wear a face mask in the workplace
- See template policies published by the US Department of Labor [available here](#)
 - “Mandatory Vaccination Sample” Policy
 - “Vaccination or Testing and Face Covering Sample” Policy

Paid Time for Vaccinations

- Employers are required to offer up to four hours of paid time during work hours to receive each vaccination dose, totaling up to eight hours for two doses.

- Time allotted encompasses (but may not be limited to) travel to a vaccination site, the vaccination itself, and travel to work; this time could also include time an employee spends during work hours related to registering for an appointment, and completing required paperwork.
 - If an employee does not need all allotted time, employer may opt to only grant the amount of time an employee actually took to accomplish the vaccination process articulated.
 - Paid time for vaccinations cannot be offset by other leave accrued by employee, like sick leave or vacation leave; pay must be employee's regular rate of pay.
- Employers are not required to
 - reimburse for transportation costs incurred to receive a vaccination
 - pay time spent receiving the vaccine during non-work hours (however, employees would still be eligible for reasonable time off due to side effects during work hours).
 - provide more than four hours of paid leave, but additional time would be protected leave. An employee may in this case use other leave time (sick time, vacation time).

Paid Sick Time for Side Effects

- Employers are required to offer reasonable time and paid sick leave to for employees who experience and are recovering from side effects from a vaccine dose.
- The amount of reasonable time for paid sick leave under this requirement is undefined by the ETS; employers may set a reasonable cap on paid sick leave for this purpose. OSHA considers a two-day cap to be reasonable.
- Employees may use accrued paid sick leave to recover from side effects, and employers can require an employee to use sick leave rather than vacation leave where both are offered.
- Employers may not require employees to use advanced sick leave to cover reasonable time needed to recover, and may not require an employee to accrue negative paid sick leave or borrow future paid sick leave to recover.

Weekly Testing for Unvaccinated Employees

- Employers are required to ensure that unvaccinated (or not fully vaccinated) employees are tested at least once every seven days.
- Employers are required to detail a procedure and policy for testing procedures and provide this information to employees
- Employers are not required to pay for an employee's weekly COVID-19 tests unless required by other laws (example: FLSA), regulations, or collective bargaining agreements.
 - Note that if testing is done during work hours, the FLSA requires this time to be paid.
- Employer policies must specify that employees who are unvaccinated are required to wear a mask.

Additional Employer Requirements:

- Determine the vaccination status of all employees, maintain records of proof of vaccination, and maintain a roster of each employee's vaccination status.
- Remove employees who have COVID-19 from the workplace and keep infected employees out of the workplace until they meet return to work criteria per CDC guidance.
- Provide employees with written materials articulating employer policies regarding the ETS, procedures, vaccine educational literature, and laws that articulate criminal penalties for knowingly providing false statements or documentation.
- Report work-related COVID-19 fatalities to OSHA within eight hours of learning about them, and work-related COVID-19 hospitalizations within 24 hours of learning about them.
- Make certain records, specifically vaccine documentation and any test results concerning a specific employee, available to the employee or anyone with written authorized consent of that employee by the end of the following business day after a request.

CONSENT AGREEMENT

This is a Consent Agreement (the “Agreement”) by and between Priscilla Higgins, an individual resident who resides at 1205 Royalsborough Road, Durham, Maine 04222 (“Higgins”), Ken Carll, an individual resident who resides at 1205 Royalsborough Road, Durham, Maine 04222 (“Carll”) and the Town of Durham with a municipal office in Durham, Maine (the “Town”) made this ___ day of November, 2021, as follows:

WHEREAS, Higgins owns property located at 1205 Royalsborough Road, Durham, Maine 04222 (the “Property”);

WHEREAS, Carll leases a portion of the Property from Higgins (“junkyard”);

WHEREAS, the Town of Durham, by and through its Code Enforcement Officer, Robert Forrest, has determined that Higgins is maintaining an illegal junkyard on the Property in violation of the Town’s zoning ordinance; and

WHEREAS, Higgins has agreed to cleanup the illegal junkyard on the Property but has requested until June 1, 2022 to complete said cleanup; and

WHEREAS, the Town, by and through its undersigned selectmen, has agreed to forebear and not commence any legal action in regards to the illegal junkyard during the term of this Agreement provided that Higgins does not add to or increase the illegality of the junkyard by expanding it or adding any new materials which could be determined to increase the size of the junkyard, and agrees to bring the current junkyard into compliance with this Consent Agreement.

NOW, THEREFORE, in consideration of mutual covenants and understandings expressed herein, the sufficiency of which is expressly acknowledged by the parties, the parties agree as follows:

1. The Town will not seek to enforce its ordinance against Higgins for his illegal junkyard during the term of this Agreement, which shall terminate on June 1, 2022.
2. Higgins hereby agrees not to increase the size of the allowed junkyard either by expanding an area where junk could be stored or adding to the volume of junk which is currently located on the Property.
3. Higgins further agrees to cleanup the junkyard on the Property on or before June 1, 2022, pursuant to this Agreement. Said cleanup shall be subject to the inspection and approval of the Durham Code Enforcement Officer.

4. Higgins further agrees to confine the 300-foot by 400-foot junkyard operated by Ken Carll (son) (as depicted on Exhibit A, attached hereto) to this area only. Presently the south end is outside this 300-foot boundary with considerable junk, etc.

5. Higgins further agrees to make containment for diesel fuel tank used for refueling equipment for Higgins that is currently on the south line of the junkyard. The containment must be able to hold the full contents of the tank plus 10%.

6. Higgins further agrees to erect a 6-foot-high fence from the southernmost driveway as depicted on Exhibit A, enough to block the equipment/trailers, etc from view from the road.

7. Higgins further agrees to remove all unusable items/junk from the property, as defined in Title 30-A M.R.S. §3752 (1) and (4).

8. If Higgins defaults in this Agreement to clean up the junkyard within the term of this Agreement, then Higgins hereby agrees to a Stipulation of Judgment in favor of the Town for a land use violation for maintaining an illegal junkyard, agrees to pay fines to the Town in the amount of \$100 per day commencing on November 1, 2020, and also agrees to pay all legal fees incurred by the Town for its enforcement of its Land Use Ordinance and the violation of the junkyard provisions by Higgins, said fees to be awarded by the Court pursuant to the Stipulated Judgment. To enforce this, Higgins agrees that the Town may file a Stipulated Judgment, attached hereto, with the Lewiston District Court should she default in her obligations pursuant to this Agreement. The parties agree to execute the Stipulated Judgment at the same time this Agreement is executed, to be held in escrow by counsel for the Town, pending completion of this Agreement.

9. If Higgins expands or adds to the junkyard on the Property, this will be deemed a default, regardless of when it occurs, and the Town shall be authorized to enter a Stipulated Judgment in the Lewiston District Court which shall include the penalty provisions and legal fee provisions set out in the above paragraph.

10. This Agreement is intended to allow Higgins to have sufficient time to resolve the land use violations currently occurring on the Property.

Date: November ____, 2021

Priscilla Higgins, Owner

Ken Carll, Tenant

DURHAM BOARD OF SELECMEN

Kevin Nadeau, Chairman

Rob Pontau, Vice Chairman

Todd Beaulieu

Marc Farrin

Richard George

1205 Royalsborough, 300 foot lines

Legend

Line Measure

NATIONAL WILDLIFE REFUGE

EXHIBIT

A

feet

Royalsborough Rd

136

300 ft





Shenna Bellows
Secretary of State

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal/Agent Services

Catherine Curtis
Deputy Secretary of State

Nikki Bachelder
Director of Vehicle Services

To: KATHY TOMBARELLI - MUNICIPAL AGENT
TOWN OF DURHAM
630 HALLOWELL RD
DURHAM, ME 04222

October 26, 2021

MUNICIPAL AUTHORITY LEVEL CHANGE

Dear Municipal Agent:

According to our records, the Town of Durham is currently authorized to process transactions at the Limited New Registration level. If the Town of Durham wishes to change their authority level, the attached form must be completed. Please email, mail or fax the completed form to this office at the address or fax number listed below.

If you have any questions or need assistance, please contact the Municipal & Agent Services Section at (207) 624-9000 Ext. 52163. Thank you.

Sincerely,

Wendy King
Municipal Coordinator



Department of the Secretary of State
Bureau of Motor Vehicles
Municipal/Agent Services

Shenna Bellows
Secretary of State

Catherine Curtis
Deputy Secretary of State

Nikki Bachelder
Director of Vehicle Services

MUNICIPAL AUTHORITY LEVEL CHANGE

The Municipality of **Durham** wishes to change their authority level from **Limited New Registration** level to one of the following authority levels. (Please check one)

1. Excise Tax Only 2. Limited New Registration 3. New Registration 4. Truck Registration

Which training classes have been completed by the current Agent? (Please check all that apply)

1. Excise Tax Only 2. Limited New Registration 3. New Registration 4. Truck Registration

Please verify the following information. If incorrect, please draw a line through the incorrect information and provide us with the correct information. Please provide missing or omitted information in the space(s) provided.

Municipality Mailing Address
630 HALLOWELL RD
DURHAM, ME 04222

Municipality Physical Address
630 HALLOWELL RD
DURHAM, ME 04222

Municipality Inventory Shipping Address
630 HALLOWELL RD
DURHAM, ME 04222

Municipality Hours of Operation
MON&TUE&FRI 8:30-4:30PM, THUR 10:30-6:30PM, CLOSED WED

Municipality Telephone #
207-353-2561

Municipality Fax #
207-353-5367

Municipality Email Address
TAXTREAS@DURHAMME.COM

Agent Email Address
TOWNMANAGER@DURHAMMAINE.GOV

Municipal Agent	<u><i>Kathy Lombardi</i></u>	Date	<u>11-9-2021</u>
	(Signature required)		
Municipal Official	_____	Date	<u>11-23-2021</u>
	(Signature required)		
Municipal Official	_____	Date	<u>11-23-2021</u>
	(Signature required)		

Warrant Recap

Warrant 122

Vendor-----	Amount	Account-----
00698 ABG Heating & Cooling	11,950.00	FIRE DEPT - MAINT&REPAIR
00686 ADT Commercial	63.73	FACILITY T.O - SECURITY
00008 Androscoggin Cty. Reg. of Deeds	46.00	ASSESSING - TRANSFERS
00008 Androscoggin Cty. Reg. of Deeds	90.00	ADMINISTRATI - LIENS&TRNFRS
00065 Bound Tree Medical	105.96	FIRE DEPT - EQUIPMENT MA
00051 BRUNSWICK HOME & GARDEN LLC	8.39	FIRE DEPT - EQUIPMENT MA
00255 Business Equipment Unlimited	59.74	OFFICE EXPN - EQUIP LEASE
00255 Business Equipment Unlimited	360.25	TELECOM - SERVICES
00255 Business Equipment Unlimited	202.50	TELECOM - EMAIL EXP
00255 Business Equipment Unlimited	168.75	Public Works - SEALING
00213 Comcast	112.51	FACILITY T.O - ELECT(UTIL)
00245 Cumberland County Fire Chief's Asso	50.00	FIRE DEPT - DUES
00308 Dead River Company	406.70	FIRE DEPT - TRK GAS/DISL
00632 Deb & Duke Monogrammers LLC	495.00	FIRE DEPT - PREVENTION
00066 Downeast Energy	1,029.98	FIRE DEPT - PROPANE
00024 FASTENAL COMPANY	4.72	Public Works - VEH/EQUIP
00024 FASTENAL COMPANY	21.00	Public Works - VEH/EQUIP
00024 FASTENAL COMPANY	20.81	Public Works - VEH/EQUIP
00149 Fire Tech & Safety	249.95	FIRE DEPT - EQUIPMENT MA
00149 Fire Tech & Safety	365.00	FIRE DEPT - EQUIPMENT MA
00149 Fire Tech & Safety	330.90	FIRE DEPT - EQUIPMENT MA
00555 FREIGHTLINER OF MAINE, INC	351.94	Public Works - VEH/EQUIP
00555 FREIGHTLINER OF MAINE, INC	126.90	Public Works - VEH/EQUIP
00555 FREIGHTLINER OF MAINE, INC	3.02	Public Works - VEH/EQUIP
00507 Howard P Fairfield, LLC	533.98	Public Works - VEH/EQUIP
00694 Kathy Tombarelli	129.99	ADMINISTRATI - ELECTIONS
00154 MAINE COMMERCIAL TIRE	8,890.00	Public Works - WINTER EQ MA
00500 MAINE FIRE CHIEF'S ASSOCIATION	95.00	FIRE DEPT - DUES
00500 MAINE FIRE CHIEF'S ASSOCIATION	95.00	FIRE DEPT - DUES
00050 Maine Municipa Emp. Health Trust	886.62	PERSONNEL - DEPUTY INSUR
00050 Maine Municipa Emp. Health Trust	7,453.49	Public Works - INSURANCE
00050 Maine Municipa Emp. Health Trust	9.90	PERSONNEL - CLERK BENE
00050 Maine Municipa Emp. Health Trust	21.60	FIRE DEPT - HEALTH INS
00050 Maine Municipa Emp. Health Trust	12.30	PERSONNEL - CEO BENEFITS
00050 Maine Municipa Emp. Health Trust	886.62	PERSONNEL - MNGR HEALTH
00050 Maine Municipa Emp. Health Trust	2,719.75	MUNI OPS / EMPHLH WTHLD
00123 Maine Municipal Tax Col & Trea Asso	30.00	ADMINISTRATI - ADMIN/SEL EX
00132 Maine Town & City Clerk Association	60.00	ADMINISTRATI - ADMIN/SEL EX
00132 Maine Town & City Clerk Association	30.00	ADMINISTRATI - ADMIN/SEL EX
00239 NAPA	25.16	FIRE DEPT - EQUIPMENT MA
00160 NFPA	58.50	FIRE DEPT - PREVENTION
00395 PINE TREE WASTE	961.67	SOLID WASTE - HAULERS
00395 PINE TREE WASTE	18,400.09	SOLID WASTE - HAULERS
00395 PINE TREE WASTE	106.66	SOLID WASTE - HAULERS

Warrant Recap

Warrant 122

Vendor-----	Amount	Account-----
00395 PINE TREE WASTE	838.65	SOLID WASTE - HAULERS
00443 QUADIENT FINANCE USA, INC	63.00	ADMINISTRATI - POSTAGE
00431 ROBERT FORREST	62.16	ADMINISTRATI - ADMIN/SEL EX
00575 TRACTION HEAVY DUTY	96.32	Public Works - WINTER EQ MA
00575 TRACTION HEAVY DUTY	1,816.06	Public Works - WINTER EQ MA
00351 Tritech Software Systems	942.65	FIRE DEPT - PHONE
00683 Viking Cives of Maine	8.86	Public Works - VEH/EQUIP
Prepaid Total--	0.00	
Current Total--	61,857.78	
Warrant Total--	61,857.78	

A / P Warrant

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00698 ABG Heating & Cooling						
0527	55417	11	New FD Boiler	365		
New FD Boiler			E 14-3502		11,950.00	0.00
			FIRE DEPT - MAINT&REPAIR			
			Vendor Total-		11,950.00	
00686 ADT Commercial						
0527	55418	11	November	27766906		
November			E 06-2007		63.73	0.00
			FACILITY T.O - SECURITY			
			Vendor Total-		63.73	
00008 Androscoggin Cty. Reg. of Deeds						
0527	55419	11	Registry of Deeds	Inv#38645 GV2		
Registry of Deeds			E 19-2003		46.00	0.00
			ASSESSING - TRANSFERS			
			Invoice Total-		46.00	
0527	55419	11	recordings	38732 GPP		
recordings			E 07-5508		90.00	0.00
			ADMINISTRATI - LIENS&TRNFRS			
			Invoice Total-		90.00	
			Vendor Total-		136.00	
00065 Bound Tree Medical						
0527	55420	11	medical supplies	Inv#84157665		
medical supplies			E 14-3510		105.96	0.00
			FIRE DEPT - EQUIPMENT MA			
			Vendor Total-		105.96	
00051 BRUNSWICK HOME & GARDEN LLC						
0527	55421	11	Chain saw repair	Inv#98660		
Chain saw repair			E 14-3510		8.39	0.00
			FIRE DEPT - EQUIPMENT MA			
			Vendor Total-		8.39	
00255 Business Equipment Unlimited						
0527	55422	11	TO Equip lease	IN3116598		
TO Equip lease			E 05-4030		59.74	0.00
			OFFICE EXPN - EQUIP LEASE			
			Invoice Total-		59.74	
0527	55422	11	computer resets	73701		
computer resets			E 30-2070		360.25	0.00
			TELECOM - SERVICES			
computer resets			E 30-1058		202.50	0.00
			TELECOM - EMAIL EXP			
computer resets			E 10-4525		168.75	0.00
			Public Works - SEALING			
			Invoice Total-		731.50	
			Vendor Total-		791.24	
00213 Comcast						
0527	55423	11	TO Internet	877330320000669		
TO Internet			E 06-3002		112.51	0.00
			FACILITY T.O - ELECT(UTIL)			
			Vendor Total-		112.51	
00245 Cumberland County Fire Chief's Asso						
0527	55424	11	2022 Dues	Membership Dues		
2022 Dues			E 14-5008		50.00	0.00

A / P Warrant

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
FIRE DEPT - DUES						
				Vendor Total-	50.00	
00308 Dead River Company						
0527	55425	11	FD Fuel	Ref#60730		
FD Fuel			E 14-4514		406.70	0.00
FIRE DEPT - TRK GAS/DISL						
				Vendor Total-	406.70	
00632 Deb & Duke Monogrammers LLC						
0527	55426	11	hats	Inv#18376		
hats			E 14-5010		495.00	0.00
FIRE DEPT - PREVENTION						
				Vendor Total-	495.00	
00066 Downeast Energy						
0527	55427	11	Fire Dept Propaine	Inv#982447		
Fire Dept Propaine			E 14-3005		1,029.98	0.00
FIRE DEPT - PROPANE						
				Vendor Total-	1,029.98	
00024 FASTENAL COMPANY						
0527	55428	11	Misc Parts	Meaub192951		
Misc Parts			E 10-4000		4.72	0.00
Public Works - VEH/EQUIP						
				Invoice Total-	4.72	
0527	55428	11	Misc Parts	MEAUB192961		
Misc Parts			E 10-4000		21.00	0.00
Public Works - VEH/EQUIP						
				Invoice Total-	21.00	
0527	55428	11	Misc Parts	MEAUB192959		
Misc Parts			E 10-4000		20.81	0.00
Public Works - VEH/EQUIP						
				Invoice Total-	20.81	
				Vendor Total-	46.53	
00149 Fire Tech & Safety						
0527	55429	11	advantage ironslok	Inv#199898		
advantage ironslok			E 14-3510		249.95	0.00
FIRE DEPT - EQUIPMENT MA						
				Invoice Total-	249.95	
0527	55429	11	Fire Hooks	Inv#199895		
Fire Hooks			E 14-3510		365.00	0.00
FIRE DEPT - EQUIPMENT MA						
				Invoice Total-	365.00	
0527	55429	11	Hookkloks	Inv#199855		
Hookkloks			E 14-3510		330.90	0.00
FIRE DEPT - EQUIPMENT MA						
				Invoice Total-	330.90	
				Vendor Total-	945.85	
00555 FREIGHTLINER OF MAINE, INC						
0527	55430	11	speed sensor	02P33603		
speed sensor			E 10-4000		351.94	0.00
Public Works - VEH/EQUIP						
				Invoice Total-	351.94	
0527	55430	11	hood hardware	02P33664		
hood hardware			E 10-4000		126.90	0.00

A / P Warrant

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			Public Works - VEH/EQUIP			
				Invoice Total-	126.90	
0527	55430	11	Misc part	02P33359		
Misc part			E 10-4000		3.02	0.00
			Public Works - VEH/EQUIP			
				Invoice Total-	3.02	
				Vendor Total-	481.86	
00507 Howard P Fairfield, LLC						
0527	55431	11	Hinge	7795155		
Hinge			E 10-4000		533.98	0.00
			Public Works - VEH/EQUIP			
				Vendor Total-	533.98	
00694 Kathy Tombarelli						
0527	55432	11	printer reembersment	DYMO labler		
printer reembersment			E 07-2001		129.99	0.00
			ADMINISTRATI - ELECTIONS			
				Vendor Total-	129.99	
00154 MAINE COMMERCIAL TIRE						
0527	55433	11	tires	40031342		
tires			E 10-4533		8,890.00	0.00
			Public Works - WINTER EQ MA			
				Vendor Total-	8,890.00	
00500 MAINE FIRE CHIEF'S ASSOCIATION						
0527	55434	11	Ron Parker Chaplin member	#1000412557		
Ron Parker Chaplin member			E 14-5008		95.00	0.00
			FIRE DEPT - DUES			
				Invoice Total-	95.00	
0527	55434	11	John Faith	1000412548		
John Faith			E 14-5008		95.00	0.00
			FIRE DEPT - DUES			
				Invoice Total-	95.00	
				Vendor Total-	190.00	
00050 Maine Municipa Emp. Health Trust						
0527	55435	11	December Health Insurance	December 2021		
Dep. Treas			E 04-1010		886.62	0.00
			PERSONNEL - DEPUTY INSUR			
Public Works			E 10-2510		7,453.49	0.00
			Public Works - INSURANCE			
Town Clerk			E 04-1007		9.90	0.00
			PERSONNEL - CLERK BENE			
Chief			E 14-2501		21.60	0.00
			FIRE DEPT - HEALTH INS			
Code Enforcement			E 04-1019		12.30	0.00
			PERSONNEL - CEO BENEFITS			
Town Manager			E 04-1031		886.62	0.00
			PERSONNEL - MNGR HEALTH			
Employee Share			G 10-329-00		2,719.75	0.00
			MUNI OPS / EMPHLH WTHLD			
				Vendor Total-	11,990.28	
00123 Maine Municipal Tax Col & Trea Asso						
0527	55436	11	Janet's treas. zoom	1000412018		
Janet's treas. zoom			E 07-2010		30.00	0.00
			ADMINISTRATI - ADMIN/SEL EX			
				Vendor Total-	30.00	

A / P Warrant

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00132 Maine Town & City Clerk Association						
0527	55437	11	Jessica's zoom	1000411159		
Jessica's zoom	E 07-2010				60.00	0.00
	ADMINISTRATI - ADMIN/SEL EX					
			Invoice Total-		60.00	
0527	55437	11	Jessica's renewal	1000413533		
Jessica's renewal	E 07-2010				30.00	0.00
	ADMINISTRATI - ADMIN/SEL EX					
			Invoice Total-		30.00	
			Vendor Total-		90.00	
00239 NAPA						
0527	55438	11	misc oils	Inv#960399		
misc oils	E 14-3510				25.16	0.00
	FIRE DEPT - EQUIPMENT MA					
			Vendor Total-		25.16	
00160 NFPA						
0527	55439	11	October	226417		
October	E 14-5010				58.50	0.00
	FIRE DEPT - PREVENTION					
			Vendor Total-		58.50	
00395 PINE TREE WASTE						
0527	55440	11	CUst#TT-00324 4	Inv#111234		
CUst#TT-00324 4	E 20-2030				961.67	0.00
	SOLID WASTE - HAULERS					
			Invoice Total-		961.67	
0527	55440	11	Cust#36-49437	Inv#276720		
Cust#36-49437	E 20-2030				18,400.09	0.00
	SOLID WASTE - HAULERS					
			Invoice Total-		18,400.09	
0527	55440	11	Cust#36-50634	Inv#2763792		
Cust#36-50634	E 20-2030				106.66	0.00
	SOLID WASTE - HAULERS					
			Invoice Total-		106.66	
0527	55440	11	TT-00324 4	Inv#111285		
TT-00324 4	E 20-2030				838.65	0.00
	SOLID WASTE - HAULERS					
			Invoice Total-		838.65	
			Vendor Total-		20,307.07	
00443 QUADIENT FINANCE USA, INC						
0527	55441	11	7900011002572314	11/02/2021		
7900011002572314	E 07-5509				63.00	0.00
	ADMINISTRATI - POSTAGE					
			Vendor Total-		63.00	
00431 ROBERT FORREST						
0527	55442	11	Mileage 11/5-11/12	Mileage		
Mileage 11/5-11/12	E 07-2010				62.16	0.00
	ADMINISTRATI - ADMIN/SEL EX					
			Vendor Total-		62.16	
00575 TRACTION HEAVY DUTY						
0527	55443	11	lights	1101P158118		
lights	E 10-4533				96.32	0.00
	Public Works - WINTER EQ MA					

A / P Warrant

Warrant 122

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	96.32	
0527	55443	11	light	11014P15838		
light			E 10-4533		1,816.06	0.00
			Public Works - WINTER EQ MA			
				Invoice Total-	1,816.06	
				Vendor Total-	1,912.38	
00351 Trittech Software Systems						
0527	55444	11	Yrly maintance	InV3335336		
Yrly maintance			E 14-5014		942.65	0.00
			FIRE DEPT - PHONE			
				Vendor Total-	942.65	
00683 Viking Cives of Maine						
0527	55445	11	Misc Parts	4509747		
Misc Parts			E 10-4000		8.86	0.00
			Public Works - VEH/EQUIP			
				Vendor Total-	8.86	
				Prepaid Total-	0.00	
				Current Total-	61,857.78	
				EFT Total-	0.00	
				Warrant Total-	61,857.78	

TODD BEAULIEU _____

MARC FARRIN _____

RICHARD GEORGE _____

KEVIN NADEAU _____

ROBERT PONTAU, JR. _____

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
OCTOBER 26, 2021**

1. Call to Order/Establishment of a Quorum:
Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Marc Farrin; and Richard George.
Select Board members not present: Todd Beaulieu
2. Amendments to Agenda: None
3. Departments/Committee Reports:
 - a. Town Manager Kathy Tombarelli presents her report.
 - b. Fire Chief Rob Tripp presents his report.
 - c. Road Commissioner Calvin Beaumier is not present at this meeting.
4. Public Comment: None
5. Action & Discussion Items:
 - a. Discussion of revisions to Road Standards and Resource Protection: Town Planner George Theborge presented information to the Select Board, no action.
 - b. Joint Planning Board/Select Board Workshop discussion: No action
 - c. Lisbon Animal Control Contract 2022:
Rob Pontau Moves to sign the Lisbon Animal Control contract as written, and to authorize Kathy Tombarelli to sign. Kevin Nadeau Seconds. Motion Carries 4-0.
 - d. Update on CIP and Budget 2022 process: No action taken
 - e. Supplemental Tax Bill-Tree Growth Penalty-Map 5 Lot 19:
Kevin Nadeau Moves to assess a supplemental 2021 tax warrant on Map 5 Lot 19 in the amount of \$1,142.24. Rob Pontau Seconds. Motion Carries 4-0.
 - f. Election Day November 2, 2021 update: No action.
 - g. Appoint Barbara Schneider as Election Warden:
Kevin Nadeau Moves authorize the Durham Town Clerk to appoint Barbara Schneider as Election Warden for the November 2, 2021 elections. Rob Pontau Seconds. Motion Carries 4-0.
 - h. Approve Oaths-Deputy Registrar:
Kevin Nadeau Moves to approve oaths for Janet Bowie and Kathy Tombarelli as Deputy Registrars. Rob Pontau Seconds. Motion Carries 4-0.
 - i. Use of Town Property-American Lung Association:
Kevin Nadeau Moves to grant the request from the American Lung Association to use Durham-owned property as a rest spot in the annual Trek Across Maine on June 17-19, 2022. Rob Pontau Seconds.
Richard George Seconds the amended motion to authorize Kathy Tombarelli to sign the granted request. Motion Carries 4-0.
 - j. Purchasing Policy Discussion: No action.
6. Consent Agenda:
Kevin Nadeau Moves to approve the Consent Agenda as presented. Rob Pontau Seconds. Motion Carries 4-0.

7. Upcoming Meetings/Town News:

Kevin Nadeau announces a reminder that the upcoming Maine elections will be held on Tuesday, November 2, 2021; and that the next regular Select Board meetings will be at 6:30 p.m. on Tuesdays, November 9 and November 23, at the Durham Town Offices.

8. Adjourn:

Kevin Nadeau Moves to Adjourn. Rob Pontau Seconds. Motion Carries 4-0.

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
NOVEMBER 9, 2021**

1. Call to Order/Establishment of a Quorum:
Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; and Richard George.
Select Board members not present: Marc Farrin
2. Amendments to Agenda: None
3. Departments/Committee Reports:
 - a. Town Clerk report: Kathy Tombarelli presents an update on elections; she thanks all election helpers and supporters; she also thanks Election Warden Barbara Schneider.
 - b. Town Manager Kathy Tombarelli presents her report.
 - c. Fire Chief Rob Tripp presents his report.
 - d. Road Commissioner Calvin Beaumier presents his report.
4. Public Comment: None
5. Action & Discussion Items:
 - a. Capital Improvement Plan and Schedules: No action.
 - b. Execute Androscoggin County, Maine Dispatch Contract:
Rob Pontau Moves to approve the Androscoggin County, Maine Dispatch Contract as presented. Kevin Nadeau Seconds. Motion Carries 4-0.
 - c. Consent Agreement-Illegal junkyard, 1205 Royalsborough Rd.: No action; matter will be put on future agenda for further discussion.
6. Consent Agenda:
Kevin Nadeau Moves to approve the Consent Agenda as presented. Rich George Seconds. Motion Carries 4-0.
7. Upcoming Meetings/Town News:
Kevin Nadeau announces that the next regular Select Board meetings will be held at 6:30 p.m. on Tuesdays, November 23 and December 14, at the Durham Town Offices.
8. Adjourn:
Kevin Nadeau Moves to Adjourn. Rob Pontau Seconds. Motion Carries 4-0.