

NOTICE OF PUBLIC MEETING

Town of Durham Board of Selectmen

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

A Meeting of the Durham Board of Selectmen will be held **in person** on Tuesday, **July 13, 2021**, beginning at 6:30pm. The meeting will also be streamed on Town Hall Streams which can be accessed through our website at www.durhamme.com and available live on the local channel. The Public is welcome to attend.

Please email any questions or concerns to Kathy Tombarelli at townmanager@durhammaine.gov prior to the meeting. For your safety, if you have not been vaccinated - please consider wearing a mask.

AGENDA

For consideration:

1. Call to Order & Establishment of Quorum
2. Amendments to Agenda
3. Public Comment
4. Departments/Committee Reports:
 - a. Town Manager
5. Action & Discussion Items:
 - a. Set Workshop Date – Goals
 - b. Bulky Waste Day Decision
 - c. New Hire Update/Chief Search
 - d. Facilities Maintenance
 - e. Update on Budget/TAN
 - f. Public Works Wage Discussion
 - g. Approve Oaths
6. **Consent Agenda:** (Any Board member may request to have an item removed from the consent agenda for discussion)
 - a. Approve Minutes for June 8, 2021 Select Board Meeting
 - b. Approve Minutes for June 22, 2021 Select Board Meeting
 - c. Approve July 13, 2021 Warrant
7. Selectmen's Comments:

Upcoming Meeting(s) and Town News:
Select Board Meetings will be held:
Tuesday, July 27, 2021 at 6:30 pm
Tuesday, August 10, 2021 at 6:30 pm
8. Executive Session pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters
9. Adjourn



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 7-13-21

- I was on Vacation last week but did stay in touch via cell phone.
- Ron Has been out for a couple of weeks now with a medical condition. I will be checking in with him this week to get an update regarding a return date.
- One of our plow drivers has left to go work for a local distributor where he can earn much more money and still be home every night. He said he enjoyed working here but really needed to get out of an apartment and into a house, so money was the deciding factor.
- The weight restriction signs have come but they didn't read "Through Trucks" so I ordered riders to attach so that it is clear that the restriction is for through trucks only and not for local deliveries etc. We will put the signs up once the riders arrive.
- I have continued to work with the MDOT on the Meadow Road and Rt 125 intersection. The pavement they put down was moving and rutting so they are going to put down a 1" lift intermediate layer this week before putting on the surface.
- We have finished ditching on Chickadee, Whippoorwill, Hunter Hill, Ada, and Smith Farm Roads. We are currently ditching on Harley Woods and should be done there by early next week before moving to Puritan.
- We are doing roadside mowing this week and should be done at the end of the week.

NOTICE OF PUBLIC MEETING

Town of Durham Board of Selectmen

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

The Durham Board of Selectmen will hold an in-person Workshop on Tuesday, **July ???, 2021**, beginning at ??? pm. The meeting be streamed on Town Hall Streams. Please email any questions or concerns to Kathy Tombarelli at townmanager@durhammaine.gov prior to the meeting. The Public is welcome to attend.

WORKSHOP AGENDA

1. Manager Goals & Priorities

- a. Revenue / Fee Schedule (Next Year?):
 - i. Remove fees from Ordinance
 - ii. Give Select Board Authority to Update Fee Schedule Annually to keep pace with actual expense
 - iii. Advertising Fees
 - iv. Inspection and Review Fees vs. surrounding communities
- b. Hours of Operation
 - i. Short Term – Open at Lunch
 - ii. Long Term – open on Wednesday, earlier on Thursday.
 - iii. Goal: M, T, W 8:30 – 4:30, Thursday 8:30 – 6:30, Friday 8:30 – 2:30
 - iv. Goal: Maintain a 32-hour work for Town Office Staff (exception Manager) – stagger staff.
 - v. Shorter lunch breaks (30 minutes paid) vs. 1 hour.
- c. Facilities
 - i. Short Term - Indoor & Outdoor Lighting update -efficiency/aesthetics and poor lighting in workspaces. Grants?
 - ii. Short Term - Bathroom fixtures – ADA toilet(s)
 - iii. Generator & A/C Maintenance: Condition?
 - iv. Eureka & Union Church: Grants? Revenue? Maintenance? Long-Term Use?
 - v. Long Term – Town Office – space for additional staff & meetings.
- d. Staffing – In Office hours for all Staff. Need help with IT. Future Interns???
- e. Organization – Behind on record keeping – we have the records but we need to do a better job archiving paper and electronic files. Update Job Descriptions, forms, website. Establish procedures manuals for all positions for easier continuity in staff changes
- f. Online Services:
 - i. Short Term: Educate public to move towards online re-registration of vehicles
 - ii. Long Term: Move tax card and tax records online. Significantly reduces volume of calls and walk-ins i.e Real Estate agents, closing agents, etc.
- g. Security/IT – Need to identify vulnerabilities. Working with Androscoggin Bank.
- h. GRANTS – we need to position Durham to be ready for grant opportunities. Missing out on revenue i.e. Covid-funds, Efficiency Maine, Grants for Interns, Infrastructure, etc.

2. Select Board Goals & Priorities

3. Adjourn

Town of Durham
630 Hallowell Road
Durham ME 04222
(207) 353-2561

APPLICATION FOR APPOINTMENT

Name: Tyler Hutchison Date: June 22, 2021

Address: 1012 Hallowell Road
Durham, ME 04222

Telephone: (415) 770-2756 Cell #: (415) 770-2756

E-mail address: thutch9@gmail.com

Committee I wish to be appointed to: Planning Board (alternate)

My current employment: Full-Time Electrical Engineer

Why I wish to be appointed to this committee or what I might offer or what experience I have that would be of value to this committee?

Growing up in Maine and being an avid backpacker, has imparted a desire to maintain green space and minimize environmental impact. I understand the need for growth and development, but I think it shouldn't be at the environment's expense.

I believe I would be of value to the planning board due to my electronics regulatory experience and the impact of land-use on the town's history and environment. As an electrical engineer, I have had to delve into varying regulatory compliances (mainly with respect to consumer electronics), but I've found that regulatory understanding transfers well between fields.

As a bonus, my partner, a preservation carpenter, has instilled her passion and love of historical preservation in me.

I would love to play a part in preserving Durham's long history and making sure as the town grows and changes in the future, we keep this history in mind.

**TOWN OF DURHAM
SELECT BOARD MEETING
MINUTES
June 8, 2021**

1. Call to Order/Establishment of a Quorum – Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Rich George
2. Amendments to Agenda - None
3. Public Comment - None
4. Departments/Committee Reports:
 - a) Town Manager
5. Action & Discussion Items:
 - a) Stripping and Re-painting the Durham Band Stand Roof – Payment Options & Proposal
Todd Beaulieu Moves to approve the \$800 bid for stripping and repainting the band stand roof. Rich George Seconds. Motion Carries 5-0.
 - b) Update on Job Search(s)
 - c) Review/Approve Fire Chief Job Description – Tabled
 - d) Town Office Hours June 14 - 30
The Durham Town Offices will close from 12:00 to 1:00 p.m. daily through June 30 due to staffing issues.
 - e) Approve Oaths
Kevin Nadeau Moves to Approve the Oaths of Office as presented. Rich George Seconds. Motion Carries 5-0.
6. Consent Agenda:
 - a. Approve Minutes for May 22, 2021 Special Town Meeting
 - b. Approve Minutes for May 25, 2021 Select Board Minutes
 - c. Approve June 4, 2021 Accounts Payable Warrant**Kevin Nadeau Moves to Approve the Consent Agenda as presented. Rich George Seconds. Motion Carries 5-0.**
7. Selectmen's Comments:
Upcoming Meeting(s) and Town News:
Select Board Meetings will be held at the Durham Town Offices at 6:30 p.m. on the following Tuesdays: June 22 and July 13
8. Adjourn

Respectfully submitted,
Kathy Dion
Boards Secretary

**TOWN OF DURHAM
SELECT BOARD MEETING
MINUTES
JUNE 22, 2021**

1. Call to Order
2. Roll Call/Establishment of a Quorum
Select Board members present: Kevin Nadeau, Chair; Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Rich George
3. Public Comment - None
4. Department/Committee Reports:
 - a) Road Commissioner Calvin Beaumier presents his report (see attached)
 - b) Interim Fire Chief Curtis Dimock presents his report.
 - c) Town Manager Kathy Tombarelli presents her report.
5. Action/Discussion:
 - a) Tax Commitment
Rob Pontau Moves to set the mil rate at \$20.70 for the Tax Commitment for the year 1-1-21 through 12-31-21. Todd Beaulieu Seconds. Motion Carries 5-0.
 - b) Possible TAN – No action taken
 - c) Bulky Waste Day – No action taken
 - d) Return to In-Person Meetings
The Select Board decides to return to in-person meetings beginning in July, 2021. Other Durham boards and committees will return to in-person meetings in August, 2021.
 - e) IT Discussion – No Action taken
 - f) Retirement Contribution Resolution
Rob Pontau Moves to authorize Pam Cloutier to sign the Resolution for the Legislative Body relating to a Money Purchase Plan as presented. Kevin Nadeau Seconds. Motion Carries 5-0.
 - g) Update on Job Search(s) – Kathy Tombarelli updates the Board on the current job openings in the Durham Town Offices.
 - h) Approve Fire Chief Job Description
Kevin Nadeau Moves to Approve the Fire and Rescue Chief job description as presented. Rob Pontau Seconds. Motion Carries 5-0.
6. Consent Agenda:
(Any Board member may request to have an item removed from the consent agenda for discussion)
 - a) Approve Minutes for June 8, 2021 Select Board Meeting - Tabled
 - b) Approve June 18, 2021 Warrant
Kevin Nadeau Moves to accept the Consent Agenda as presented. Rob Pontau Seconds. Motion Carries 5-0.

7. Selectmen's Comments:
Upcoming Meeting(s) and Town News:
Select Board Meetings will be held at the Durham Town Offices at 6:30 p.m. on the following Tuesdays: July 13 and July 27
8. Adjourn
Kevin Nadeau Moves to Adjourn. Marc Farrin Seconds. Motion Carries 5-0.

**Respectfully submitted,
Kathy Dion
Boards Secretary**