



TOWN OF DURHAM SELECT BOARD

630 Hallowell Road, Durham, Maine 04222

10/24/23 6:30 PM

MEETING MINUTES

1. Call to Order & Establishment of Quorum, Pledge of Allegiance

In Attendance: Joe Tomm (Chairman), Rich George (Vice- Chair), Heather Roy, Jerry Douglass (Town Manager), Calvin Beaumier (Road Commissioner) and Rob Tripp (Fire Chief).

Absent: Joe Roy and Josh Klein-Golden (excused)

Guest(s): Jeanne Costigan and Pearl Scribner (Eureka Community Center)

2. Amendments to Agenda:

Remove second bullet Item under number 6: New Business – 12 Rabbit Road Set Back Violation

3. Public Comments: Limited to 3 Minutes Per Person

Neil Berry, 435 Stackpole Road – Proposed creating two (2) new ordinances.

4. Reports: Road Commissioner, Fire Chief

Calvin Beaumier, Road Commissioner

- ◆ Working on gravel roads
- ◆ Assisted Durham Little League with field improvements – hauling away materials and providing barricades to help the grass get established.
- ◆ Received an older cargo trailer from the Fire Department.
- ◆ The Public Works attended the Maine DOT Class: Ice Patrol
- ◆ Looking for seasonal plow truck drivers for the 2023/2024 Season.
- ◆ Still continuing to move lawns, grass is still growing.

Rob Tripp, Fire Chief

- ◆ Donated cargo trailer to Public Works Department, the trailer was originally obtained through a grant twenty (20) years ago.
- ◆ The Open House at the Fire Department was successful.
- ◆ Address Numbers have been added to the Union Church by Public Works.
- ◆ A Fire Service company will be at the Union Church to address fire extinguishers and alarms.
- ◆ The Durham Fire Department License is up for renewal, Chief has been preparing for the renewal.
- ◆ EMS Mutual Aid as of October 2023: 12 ALS Backup –14 Transport
- ◆ Fire Mutual Aid as of October 2023: 24 To Scene – 3 To Station

5. Old Business:

- ◆ Union Church Update – The Town Manager received grant money to pay for the structural engineer inspection. The inspection will take place in a couple of weeks.
- ◆ The Town Manager is meeting with the Historic District Commission on Thursday, October 26, to discuss the state of the Commission regarding not having leadership (Chair).

6. New Business:

- ◆ **Eureka Rental Fee (Pearl Scribner)** – As of October 2023, the Eureka Center has 35 rentals. The Eureka Committee discussed raising the rental fee from \$70 dollars to \$100 dollars.

Heather Roy moves to raise the rental fee from \$70 to \$100 dollars, effective immediately.
Joe Tomm seconds. Motion carries **3 – 0**.

- ◆ **Audit Costs** – The Town Manager informed the Board the cost of the 2022 Audit went up \$3,000 dollars due to having to spend more time on the Town of Durham Audit.
- ◆ **CIP Requests** – Capital Improvement Policy requests are in for review. Projects are being forwarded to the CIP Committee.
- ◆ **Vacation Policy/Accruals** – The Town Manager updated the vacation policy to base on hours worked instead of days worked. Sick time earned - 1 day per month, 12 days per year.

Heather Roy moves to approve the changes to the proposed vacation accrual as presented by the Town Manager, **Rich George seconds.** Motion carries **3 – 0**.

7. Town Manager’s Report:

- ◆ Proposed holding workshops for discussion of policies for reviews and updates – Currently, the town’s policies are under Town Administration government, not under Town Manager. The Board suggested that the town attorney or MMA help to get the policies that the town has in place to transition from Town Administration to Town Manager form of government.
- ◆ Solid Waste Committee met on Monday, October 23, 2023 and elected Curtis Dimock as Chair, Juliet Caplinger as Vice-Chair and Jill Schofeld as Secretary. The committee was updated on the current contract and extension. And the first order of business is to go out to bid for trash collection.
- ◆ Schedule a Workshop to discuss Undesignated Funds with Mark Royer and the Budget Committee, late December, or early January.

8. Agenda Items for next SB Meeting:

- ◆ Eureka Technology Update/Future space for Town Meetings
- ◆ Policies and Procedures – Remote in policy

9. ConsentAgenda:

- ◆ Appoint Wardens for upcoming November 7th Election

Heather Roy moves to appoint Catherine Curtis and Nancy Swinton as Warden and Deputy Warden for the November 7th, 2023 Election, **Rich George seconds.** Motion carries **3 – 0**.

- ◆ Approve Minutes from October 10th, 2023 SB Meeting – Meeting minutes from the last meeting are being pulled from the consent agenda due to a board member not in attendance at the last meeting, therefore not enough members to vote on them.
- ◆ Approve and Sign October 20, 2023 & October 24, 2023 Payroll and AP Warrant

Rich George moves to accept the consent agenda as presented, **Heather Roy seconds**, motion carries **3 – 0**.

10. Upcoming Meeting(s)andTownNews:

- ◆ **Planning Board Meeting 11-01-23, Town Hall @ 6:30pm**
- ◆ **Select Board Meeting 11-14-23 & 11-28-23, Town Hall @ 6:30pm 11. Adjourn**

11. Adjourn

Rich George motions to adjourn at 8:44pm, **Heather Roy seconds**. Motion carries **3 – 0**.