



# Town of Durham Board of Selectmen

Town Hall  
April 11, 2023  
Meeting Minutes

---

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

In Attendance: Rich George (Vice-Chair), Joe Tomm, Josh Klein-Golden,  
Heather Roy (Newly Elected Member) and Jerry Douglass (Town Manager).

Absent: Joseph Roy (Newly Elected Member - Excused from meeting)

## 2. Amendments to Agenda:

Move Item 6 (Tree Growth Penalties) to discuss later in the meeting to allow the Board to move into Assessor's Session.

## 3. Public Comment:

Phyllis Brannon (Plummer Mill) – Welcome the new Board Electees and thank you to the townspeople who came out to vote at the town meeting.

## 4. Board Nomination

- Board Chair

The Vice -Chair, Rich George, requests a motion from the Board to elect a new Board Chair. Joe Tomm moves to be considered as the new chairman, Josh Klein-Golden seconds. Motion carries 3-1. Heather Roy abstains from vote.

## 5. Proposed Fee Schedule

- **Residential Construction, Conditional Use Permit, Demolition & Electrical Permit**

Code Enforcement Officer, Alan Plummer, asked the Town Planner to research the surrounding towns' fee schedules (Gray, New Gloucester, North Yarmouth, Pownal and Sabattus). Currently, the Town of Durham charges .25 per square foot for Residential Construction, proposing .40 per square foot and the average cost is .41 per square foot. The Conditional Use Permit current fee is \$50.00, the proposed cost is \$225.00 and the average is \$293.00. Currently, there is no fee for a Demolition Permit, the proposed fee is \$25.00 and the average cost is \$55.00. The current fee for an Electrical Permit is a \$75.00 flat fee, proposed fee is .08 per square foot for new construction.

- The Conditional Use Permit requires a lot of work from the Planning Board, which is why the Codes Officer is proposing an increase from the \$50 charge to \$225.
- The Codes Officer is required by law to hand a document form from the Maine DEP to the applicant to report if there are any hazardous materials in the building, which is why a fee should be attached to any Demolition Permits.

Rich George motions to adopt the fee schedules that have been proposed to the Board, residential construction at .40 per square foot, conditional use permit at \$225, demolition permit at \$25 and electrical permit at .08 per square foot. Josh Klein-Golden amends the motion to include a \$120 minimum fee to the electrical permit. Rich seconds. Motion carries 4 – 0.

## 6. Managers' Report

- Welcome Newly Elected Officer Heather Roy
- Update on the Ballfield Lease Agreement – Town Attorney has sent the Lease to Mike Clark to review.
- Concept for an Ordinance Review Committee – (From the Town Planner)
  - There has been a discussion of establishing a new committee to address ordinance updates on a regular basis.
  - To date, there has been no clear process for developing proposed ordinances and ordinance amendments.
  - One concept discussed that would avoid adding another organizational layer would be to have the new Ordinance Review Committee formed from the leadership of the Boards and Commissions currently responsible for administering or monitoring the ordinances and regulations: Select Board, Planning Board, the Board of Appeals, the Historic District Commission and the Conservation Commission.

Josh Klein-Golden moves to table this discussion until the next Select Board Meeting on Tuesday, April 25<sup>th</sup>.

- New Town Office Hours – Window hours will increase from 28 hours to 35 hours
  - Monday, Tuesday and Wednesday – 8am to 5pm
  - Thursday – 10am to 6pm
  - Closed on Friday
  - **New Hours Effective Monday, May 1<sup>st</sup>**
- LD 665 – To request to representatives Eric Brakey and Joseph Galletta to support the legislature to extend the deadline for compliance on LD 2003 Affordable Housing from July 1, 2023 to July 1, 2025. LD 2023 which became law in 2022 established requirements for affordable housing and required compliance by the 2023 deadline.

## 7. Tree Growth Penalties

- 311 Stackpole Road, Map 11, Lot 36 & Map 12, Lot 20

Joe Tomm motions to move into Assessor's Session at 7:40pm, Rich George seconds. Motion carries 4 – 0.

Donna Hays, Town Assessor, requested by the personal representatives of the estate of Roger Bertrand to remove two lots from the Tree Growth Program.

Joe Tomm requests a motion to accept the Tree Growth Penalty supplemental tax warrant, with the amendment to change the tax collector to Jerry Douglass, in the sum of Nine Thousand Eight Hundred Eighty Six Dollars and Twenty Cents (\$9,886.20) for Account 224 and the sum of Eight

Thousand Five Hundred Forty Nine Only (\$8,549.00) for Account 225. Heather Roy motions to accept the Tree Growth Penalty. Rich George seconds. Motion carries 4 – 0.

Joe Tomm motions to move out of Assessor's Session at 7:46pm, Heather Roy seconds. Motion carries 4 – 0.

**8. Consent Agenda:**

- Approve minutes from March 28<sup>th</sup>, 2023 SB Meeting
- Approve and Sign March 31<sup>st</sup> & April 7<sup>th</sup> 2023 Warrant(s) both Payables and Payroll

Josh Klein-Golden moves to accept the meeting minutes for the March 28<sup>th</sup> SB Meeting, Rich George seconds. Motion carries 3 – 1. Heather Roy abstains, was not present for previous meeting.

Josh Klein-Golden moves to accept the warrant(s) both Payables and Payroll, Rich George seconds. Motion carries 4 – 0.

**9. Town Staff & Committee Reappointments**

Josh Klein-Golden moves to accept the Town Staff and Committee reappointments as presented by the Town Clerk, Heather Roy seconds. Motion carries 4 – 0.

**10. Upcoming Meeting(s) and Town News:**

- **Select Board Meeting, Tuesday, April 25<sup>th</sup>, 2023 at Town Hall, 6:30 pm**
- **Planning Board Meeting, Wednesday, May 3<sup>rd</sup>, 2023 at Town Hall, 6:30 pm**
- **Select Board Meeting, Tuesday, May 9<sup>th</sup>, 2023 at Town Hall, 6:30 pm**

**11. Adjourn**

Josh Klein-Golden moves to adjourn the meeting at 8:05pm, Rich George seconds. Motion carries 4 – 0.