



# Town Of Durham Select Board

## Fire Station

615 Hallowell Road, Durham, ME 04222

7/9/2024

## MEETING MINUTES

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

- I. In Attendance: Joe Roy, Josh Klein-Golden, Joe Tomm, Heather Roy, Deb Oliver
- II. Absences: None

### 2. Amendments to Agenda

### 3. Public Comment

- I. Mary Pennington (Shiloh Road)
- II. Michelle Ritcheson (Patriot Way)

### 4. New Business

#### I. Steering Committee Appointments

- i. The Board received nine applications.
- ii. Approve members with seven regular members and two alternate members.
- iii. Phyllis Brannon, Steve Duhaime, Catherine Curtis, Patrick Boyle, Devin Garneau, Julie Jabaut, and Julia Johnston as members. Donna Church and Neil Berry as alternate members.

**Motion: Joe Roy**

**Second: Josh Klein-Golden**

**Vote: 5-0**

#### II. Q&A with RSU #5 School Board Applicants

- The Select Board hosted a Q&A session with the applicants for the vacant School Board seat. Questions were asked by the Select Board to the applicants one at a time giving everyone a chance to respond.
  - Michael Ozga, Rebekah Polster, Candace deCsipkes, and Stephanie Worth.
- Appoint Candace deCsipkes as interim School Board member.

**Motion: Josh Klein-Golden**

**Second: Joe Tomm**

**Vote: 5-0**

## 5. Manager Report

- I. Public Works finished tree-cutting for the Town Office.
- II. New website will be live tomorrow. Shout out to Kimberly Garneau for her hard work getting the website ready.
- III. Working on getting information for setting up town push notifications.
- IV. Invite Donna Hays (Town Assessor) and Marc Roy (Financial Consultant) to the August 27<sup>th</sup> SB Meeting to discuss changing from calendar year to a fiscal year.
- V. Heather Roy is inquiring about the status of our codification.
  - Company has reviewed our Land Use Ordinance and is looking into the revisions
  - Working with George Theborge, Town Planner
  - Company will provide recommendations

## 6. Board Member Reports

- Heather Roy wants to see movement on the Selectboard Goals for 2024
- Joe Roy will add Select Board Goals on the July 23<sup>rd</sup> SB Agenda as well as a discussion on law enforcement.

## 7. Consent Agenda

- Approve Minutes for June 25, 2024 and Approve and Sign AP for July 9, 2024

**Motion: Heather Roy**  
**Second: Josh Klein-Golden**  
**Vote: 5-0**

**Heather Roy motioned to amend the agenda to move the workshop to Old Business: Fee Schedule. Joe Tomm seconded. Motion carried 5 – 0.**

## 8. Old Business: Fee Schedule

- Road Fees
  - Town Road Entrance Fees at 125 dollars
  - Assign E911 address fees at 125 dollars
  - Private road sign fees (includes 20 dollar surcharge fee for lost or damaged signs) at 245 dollars per sign.

**Motion: Heather Roy to approve as written**  
**Second: Deb Oliver**  
**Vote: 5-0**

- Administration Fees
  - \$50 for a single permit, if getting multiple permits in the same transaction, then the fee becomes \$35 for the first permit and \$10 for each additional.

**Motion: Heather Roy to amend the line \$35 dollars administrative fee \$10 each additional application at time of service.**

**Second: Joe Tomm**

**Vote: 5-0**

- Commercial Construction Fees

**Motion: Heather Roy to accept the red line edit to commercial and industrial structures @.50 per square feet.**

**Second: Deb Oliver**

**Heather Roy withdrew the motion - waiting for more information.**

All Commercial, and Industrial Structures and additions to Commercial and Industrial Structures assigned a fee of one dollar per square foot of area minimum one hundred dollars.

**Motion: Joe Roy**

**Second: Josh Klein-Golden**

**Vote: 5-0**

Outdoor pools with filtering systems and a depth of forty-eight inches or greater, assigned a permit fee of one hundred dollars.

**Motion: Joe Roy**

**Second: Heather Roy**

**Vote: 5-0**

Approve entire miscellaneous construction fee schedule as presented.

**Motion: Joe Roy**

**Second: Heather Roy**

**Motion Withdrawn**

Table fee discussion until next meeting.

**Motion: Heather Roy**

**Second: Joe Tomm**

**Motion Withdrawn**

**Heather Roy motioned to extend the meeting. Joe Roy seconded. Motion carried 5 – 0.**

Bring Flood Plain permit to 150 Dollars and demolition of structures from \$25 dollars to \$50 dollars.

**Motion: Joe Roy**  
**Second: Deb Oliver**  
**Vote: 5-0**

#### **Planning Board Fees**

Approve Planning Board fees with edit to add meeting fee of an additional meeting fee charge of 300 dollars will be assessed when applicants come to meetings without the required materials.

**Motion: Heather Roy**  
**Second: Josh Klein-Golden**  
**Vote: 5-0**

#### **Board of Appeals Fees**

Approve Board of Appeals Fees to go from 75 to 200 dollars.

**Motion: Joe Roy**  
**Second: Josh Klein-Golden**  
**Vote: 5-0**

#### **Site Plan Review**

(Site Plan review) first 2500 square feet of building or development 500.00 dollars plus 100 dollars for each 1000 feet over.

**Motion: Joe Roy**  
**Second: Heather Roy**  
**Vote: 5-0**

**Strike the word parking and replace with development.**

**Motion: Josh Klein-Golden**  
**Second: Joe Roy**  
**Vote :5-0**

Extend the Meeting by 15 minutes

**Motion: Joe Roy**  
**Second: Josh Klein-Golden**  
**Vote: 5-0**

Enact the gravel pit section of fees as presented.

Any new, expanded or fill permits require Site Plan Review Application and fee and the following fees apply:

- New excavations: Initial Registration is 165 dollars

- Existing excavations- Annual renewals 165 dollars
- Existing or new excavations –Public hearing if requested by Select Board 55 dollars plus the cost of notifications to abutters.

**Motion: Josh Klein-Golden**

**Second: Joe Tomm**

**Vote: 5-0**

Town Licensing fee for processing applies to liquor licenses set at town minimum admin fee.

**Motion: Joe Roy**

**Second: Deb Oliver**

**Vote: 5-0**

## **9. Adjourn**

Meeting adjourned at 9:45 pm.

**Motion: Joe Tomm**

**Second: Josh Klein-Golden**

**Vote: 5-0**