

Received 9/5/25
10:11 AM Jodi Moore, ATC

Town of Durham
Board of Selectmen
Monday, August 18, 2025 at 7:00 p.m.
3rd floor, Town Hall, and Remote via Zoom
Meeting Minutes

Meeting Recording
Passcode: 0t&*axc7

1. Call to Order
First Selectman Rea called the Board of Selectmen meeting of Monday, August 18, 2025, to order at 7:00 p.m. Also present: Selectman Chadd and Selectman Hennick.
2. Pledge of Allegiance
First Selectman Rea led with the Pledge of Allegiance.
3. Approval of Agenda
MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN CHADD, TO APPROVE THE AGENDA AS PRESENTED. VOTE: ALL AYE
4. Public Comment (open to agenda items only)
Rick Parmelee: appreciated meeting minutes including additional information.
5. Accept nominations and vote to fill the following vacancies (per Charter Sec. 2.6):
 - a. Building Code of Appeals
None.
 - b. Ethics Commission, Regular, 2028
None.
 - c. Ethics Commission, Alternate, 2028
None.
 - d. Fire Company Trustees, D, 2026
None.
 - e. Sustainable Durham, Alternate, 2027
None.
6. Discuss and take possible action to revise the Community Center Use Policy
First Selectman Rea explained the current Community Center Use Policy has been in effect for over a year and staff have been able to get a feel for how the policy works/where improvements need to be made. Additionally, there is a proposed update to the fee schedule. The board reviewed and agreed with the proposed revisions.

MOTION BY SELECTMAN HENNICK, SECONDED BY SELECTMAN CHADD TO APPROVE THE REVISED COMMUNITY CENTER USE POLICY AS PRESENTED. VOTE: ALL AYE

7. Approve date, time, location and Call to Special Town Meeting
MOTION BY SELECTMAN HENNICK SECONDED BY FIRST SELECTMAN REA, TO SET A DATE OF MONDAY, SEPTEMBER 15, 2025, AT 8:00 P.M., ON THE 3RD FLOOR OF TOWN HALL AND TO CONSIDER THE FOLLOWING ITEMS:
 1. To elect one member to the Durham-Middlefield Interlocal Agreement Advisory Board, said term to expire June 30, 2027
 2. To elect one member to a five-year term on the Compensation Review/Personnel Policy Board expiring 2029
 3. To fill 1 vacancy for the term expiring 2028 on the Compensation Review/Personnel Policy Board
 4. As recommended by the Board of Finance at their meeting of August 12, 2025: To Transfer \$153,402.36 from the following lines in fiscal year 2024-2025:

434005	Tree Warden	104,180.04
420102	Police Services	24,341.08
430305	Highways & Streets	14,841.47
431306	Vehicle Fuel	7,289.21
430314	Chip Sealing	<u>2,750.56</u>
		153,402.36

To the following lines in fiscal year 2024-2025:

430705	Snow & Ice Removal	65,473.83
431305	Vehicle Maintenance	21,711.73
520068	Facilities Management	<u>66,216.80</u>
		153,402.36

5. As recommended by the Board of Finance at their meeting of August 12, 2025: To approve the following carryovers from fiscal year 2024-2025 into the 2025-2026 fiscal year:

411105	53010	Office of the First Selectman	16,500.00
9418605	57401	CIP Sustainable Durham	27,778.00
9420305	57500	CIP Volunteer Fire Co.	12,213.00
9422110	57397	CIP Communications	49,424.00
9430305	57402	CIP Sidewalk Project -Main St North	23,583.00
9430305	57422	CIP Guire Road Culvert	72,385.00
9430305	57432	CIP Shady Lane	353,881.00
9430305	57502	CIP Major Culvert Repair	117,522.00
9520068	57200	CIP Facilities Management	<u>93,533.00</u>
			766,819.00

VOTE: ALL AYE

8. Discuss Meeting Schedule

First Selectman Rea will be away for the Wednesday, September 3rd meeting. The board discussed cancelling and agreed to wait until the week prior.

9. Approval of Meeting Minutes:

- a. July 21, 2025

MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN HENNICK TO APPROVE THE JULY 21, 2025 MEETING MINUTES AS PRESENTED. VOTE: 2 AYE, 1 ABSTAIN. MOTION PASSED.

- b. August 6, 2025

MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN HENNICK TO APPROVE THE AUGUST 6, 2025 MEETING MINUTES AS PRESENTED. VOTE: ALL AYE

10. Approval of Tax Refunds

MOTION BY FIRST SELECTMAN REA, SECONDED BY SELECTMAN HENNICK THE APPROVE (19) TAX REFUNDS TOTALING \$5,122.30 AS PRESENTED BY THE TAX COLLECTOR. VOTE: ALL AYE

11. Old/New Business

- Birch Mill Road update: the September Inland Wetlands meeting was cancelled, hope to be on their next agenda.
- The town received approx. 180 applicants for the Part Time Evening Assistant at Community Center. Interviews will be arranged within the next week.
- The pre-bid conference for Bear Rock Road bridge will be Wednesday, August 20th at 11:00 a.m., at Town Hall.
- The Charter Revision Commission set their first organizational meeting date for Tuesday, August 26th at 6:30 p.m., at the Community Center and Zoom.
- Conservation Commission has had issues with 4-wheeler damage at the Otte Meadow property. Public Works put two large boulders to prohibit that type of damage moving forward.

12. Selectmen Comments

Selectman Chadd is working with potential new phone vendor to save money. He will have an update on the CEN fiber project soon.

First Selectman Rea noted that the Durham Fair was experiencing issues with frontier/phone system. They are still investigating and hopefully will not need to run a trench through the town green.

13. Public Comment (open to non-agenda items)

Roger Kleeman: questioned construction/mark before you dig work on Tuttle Road, noted icy conditions towards Rt 68/Tuttle Road. First Selectman Rea will speak with the Road Foreman.

Rick Parmelee: spoke about the budget, Union Contract on the town website, audio for online meetings needs to be improved

14. Adjournment

Meeting adjourned at 7:22 p.m.

Respectfully submitted,
Jaclyn Lehet