

TOWN OF ACTON SELECTMEN'S MEETING

January 5, 2022

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- A. The Treasurer reported that Maine Municipal Health Trust presented a new insurance policy to review and compare to the current policy.
- B. The Road Commissioner and Road Committee need to make a decision regarding restoration and paving of the parking lot, and to advertise for the work to be done.
- C. The notable events from the Sheriff's Department were read aloud.
- D. The dog licenses are due. Late fees will be assessed on February 1st. Summons will then be issued.
- E. The CEO and Planning Board have written the moratorium on gravel pits. The Planning Board voted to move forward with the moratorium. The draft document was read by the Town's Attorney. If the document is approved by the final vote, a Special Town Meeting should be held. The Warrant and Finance committee would put the warrant on the schedule.
- F. In regards to the Deputy in the Sheriff's Department, the cost to employ a new Deputy would cost the Town \$8,085.00, in June. The Town's lawyer reviewed the contract. The Town does not have the authority to dissolve the contract, but if the Sheriff's Department dissolves the contract it's acceptable. The Sheriff reported that the department is looking better, because of some new hires and it may possibly be able to be continued.
- G. The new windows are in and if anyone would like the old windows they should move them out or they will go to the Transfer Station.
- H. There are new Board of Selectmen office hours that will be on the second and third Wednesday of the month from 9am to 1 pm, and the first and last Thursdays of the month from 4 to 6 pm. There will only be one Board member present so there will not be any decision making authority.

3. WARRANTS/BILLS :None

4. APPROVAL OF AGENDA

A motion was made by Kimberly Stacey-Horn to approve the agenda. The motion was seconded by Tom McGurty. All in favor, motion carried.

5. MINUTES OF LAST MEETING

A motion was made to approve the minutes of the meetings of December 15, 2021, December 16, 2021, December 22, 2021, and December 29, 2021 by Kimberly Stacey-Horn and seconded by Tom McGurty. All in favor, motion carried.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Chief Smith of the Acton Fire and Rescue, reported that the new employees are working out well together. The new generator will be put in soon. The tanker is coming along. The chassis will come in February and then it will be welded and mounted.

7. OLD BUSINESS:

A. Policies

- Proposed Changes to the **Abatement Policy**: Presented to O'Donnell and Associates and they recommended that for any in house changes, a new written application does not have to be completed.
- The **Abuse and Molestation Prevention Policy** for coaches and volunteers is a new policy and there are no changes to the policy. Criminal Background checks are done.
- The **Credit and Debit Card Policy** is a standard policy. A processing fee is collected. Not updated.
- The **Pandemic Policy** is from Maine Municipal. It was updated on December 29, 2021.
- **Personnel Policy** should be held until the full Board is available because it will have to be reviewed line by line.

B. 2022-2023 Audit

R H R Smith sent an engagement letter. The Board would like to put a bid together to get other applications.

8. NEW BUSINESS:

A. Medical Director Posting

Fire Chief Smith reported that the Fire and Rescue Department is now required by the State, to have a Medical Director on staff. The Director must be licensed and certified at the Medical Physician level. It would be a contract position and the responsibilities would be quality improvement and assurance, training and education. There would be monthly stipend and /or retainer. Bids would determine if the contract was salary or hourly, on call 24/7 or available by phone or email. Some Medical Directors actually respond to calls. The position would be advertised for a two week period.

A motion was made by Kinberly Stacey-Horn to post the position of Medical Director for the Acton Fire and Rescue. The motion was seconded by Tom McGurty. All in favor, motion carried.

B. Meeting Date Week of Jan 24

The Meeting of the Board of Selectmen for the week of January 24, 2021, may be used for a Special Town Meeting on January 26, 2021.

C. Job Description

The job description for the Transfer Station Superintendent and Building Maintenance Person was presented for review and discussion.

A motion was made by Kimberly Stacey –Horn to accept the job description for Transfer Station Superintendent and Building Maintenance Person as written. Tom McGurty made a motion to second the motion. All in favor, motion carried.

D. Transfer Station Supervisor / Building Maintenance Position

A motion was made to accept Jeff Mowary and offer the Position of Transfer Station Superintendent and Building Maintenance Position to him. The motion was seconded by Tom McGurty. All in favor, motion carried.

Mr. Mowary accepted the position and was welcomed by the Board. He will begin his new position on Monday, January 10, 2022.

E. RSMS

Selectman McGurty indicated that he believes that the RSMS Program may be outdated and the software is not supported and was last updated in 2016. He went on to say, new applications need to be looked at and an application that will serve in the long haul and an up to date system needs to be considered. The Town Administrator will seek more information and bring information back to the Board.

9. PUBLIC COMMENT

- Dennis Long recommended that the electrical system in the Town Hall be looked at by an electrician as the lights are an ongoing issue.

He also addressed that the Special Town Meeting regarding the Ordinance around the gravel pits is causing controversy. He questioned whether a public hearing for input to the Planning Board prior to the Special Town Meeting.

- Ray Lopez raised a question regarding was the Sherriff’s Deputy salary an increase of \$8,085 more than budgeted? Answer: Yes

Regarding the Medical Director, what would happen if there was no Medical Director? Answer: The Fire and Rescue would lose the ambulance license and there would be a disciplinary process.

Rollin Waterhouse questioned why the Deputies contract would be increased by \$16,000? Answer: The past Deputy was hired at a tier that represented his years of service and the two new applicants are at a higher tier of service and the salary is based on that .

F. Executive Session - Personnel Issue MRSA 405 6-A

A motion was made by Kimberly Stacey-Horn to go into Executive session regarding MRSA 405 6-A. The motion was seconded by Tom McGurty. All in favor, motion carried.

A motion was made by Kimberly Stacey- Horn to come out of Executive Session at 7:27 pm. The motion was seconded by Tom McGurty. All in favor, motion carried.

10. ANNOUNCEMENTS

Thursday, Jan 6	Planning Board	6:00pm
Saturday, Jan 8	Site Walk - 55 Red Gate Lane	10:00am
Monday, Jan 10	Conservation Committee	7:00pm
Tuesday, Jan 11	Recreational Committee	6:00pm
Wednesday, Jan 12	Board of Selectmen	6:00pm
Wednesday, Jan 19	Board of Selectmen	6:00pm
Thursday, Jan 20	Planning Board	6:00pm
Monday, Jan 24	Warrant and Finance	6:00pm
Wednesday, Jan 26	Board of Selectmen	6:00pm

A motion was made by Kimberly Stacey-Horn to adjourn the Board of Selectmen Meeting. The motion was seconded by Tom McGurty. All in favor, motion carried.

11. MEMBERS PRESENT:

Tom McGurty and Kimberly Stacey-Horn

12. ATTENDANCE:

Rick Smith, Will Langley, Ray Lopez, Rollin Waterhouse, Adam Langley, Robin Ham, Deb Lopez, Jeff Mowary, Dennis Long, and James Crowley.