

TOWN OF ACTON SELECTMEN'S MEETING

February 1, 2022

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. WARRANTS/BILLS: All Signed.

3. APPROVAL OF AGENDA:

Kimberly Stacey-Horn made a motion to approve the agenda, Tom McGurty seconded the motion. All in Favor, motion carried.

4. MINUTES OF LAST MEETING:

Kimberly Stacey-Horn made a motion to approve the Minutes of the January 5, 2022 meeting. Motion was seconded by Tom McGurty. All in favor, motion carried.

Tom McGurty made a motion to accept the Minutes of the January 12, 2022 meeting, David Winchell, Jr. seconded. Kimberley Stacey-Horn refrained from voting, because she was not present at the meeting. Motion carried.

Tom McGurty made a motion to accept the Minutes of the January 19, 2022 meeting, David Winchell, Jr. seconded. Kimberley Stacey-Horn refrained from voting, because she was not present at the meeting. Motion carried.

5. TOWN ADMINSTRATOR WEEKLY UPDATE

- A. The Town Administrator reported that there would be interviews by the County Sheriff's Department regarding the employment of a Deputy for Acton and Shapleigh. The Sheriff's Department stated that they would be the agency hiring the Deputy. Both candidates are employed by and known to the Sheriff's Department and they feel that they are good candidates. The Town Administrator may attend the meeting, weather dependent.
- B. The Town of Wakefield Zoning Board Association will be holding a variance hearing on a decision previously denied. The Town of Acton was notified because it is an abutter. The property is on Providence Lake Road.
- C. Mr. McGurty will be out of town from March 2 to March 25, 2022. Mr. McGurty is willing to keep in contact with the Board of Selectmen by phone, and realizes that he may voice his opinion, but would be unable to vote on matters before the Board.
- D. The Town Administrator received a letter from the Square Pond Improvement Association requesting support of their budget request.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES: None

7. OLD BUSINESS:

A. Abuse and Molestation Prevention Policy:

The review of the Criminal Background Check policies of surrounding towns revealed that every town has a criminal background check for all employees and volunteers prior to contact. Maine Municipal Insurance wrote the original Policy. The Board of Selectmen needs to decide if they would waive a nonviolent driving offense, on a case by case basis, with all infractions to be reviewed by The Board of Selectmen. The Attorney will review this portion of the policy.

B. Debit and Credit Card Policy:

There was a typographical error in the Policy that was previously approved. The correction was made from a 2% fee to a 2.5% fee.

A motion was made by Kimberly Stacey –Horn to accept the policy as corrected, and the motion was seconded by Tom McGurty. All in Favor, motion carried.

C. Abatement Policy:

The Policy was reviewed by O'Donnell and Associates, and the recommendation was that there was no need for a notice other than the initial application.

A motion to amend the policy was made by Kimberly Stacey –Horn to accept the policy as amended, and the motion was seconded by Tom McGurty. All in Favor, motion carried.

D. Personnel Policy:

The Policy changes are being made by The Board of Selectmen. The policy review was tabled so that changes could be made with the Treasurer.

E. Medical Director Position:

A candidate has applied and the contract has been sent to the lawyer. The question arises whether the Medical Director would be an employee or an independent contractor.

8. NEW BUSINESS:

A. Transfer Station Hours

Mr. Mowry approached the Board to propose Sunday hours at the Transfer Station from 10am to 2pm. The budget can support a change in hours, while keeping the salary the same for this fiscal year. Next year there would be a slight increase with a 20 to 25% increase overall. The employee's salary budget would be \$18.00/ hour, x3 people, x 6 hours equals \$324.00 x 26 weeks, for a total of \$8,424.00, if the transfer Station would open more Sundays, and 2 hours earlier on Sunday than it is opened on Sundays during the summer. Mr. Mowry stated that the employees were in agreement with his idea to work every Sunday in the year.

David Winchell, Jr. asked if this could be delayed until March 15th, so that the townspeople would be informed of the change through advertising. The Town Administrator stated that the Treasurer would know down to the penny what the cost would be, for the sake of conversations we will prepare numbers beginning March 6th. At the Town Meeting it could be included in the Budget.

B. FOAA Requests

The Town Administrator read aloud the FOAA requests submitted by Jeff Donahue. Mr. Donahue wanted to know if there were any complaints filed against him because he did not wear a mask at the Transfer Station before December 1, 2021.

He also wanted to know if there were any complaints offered about a shed at lot number 252 lot 8 of the tax map. Also did Mr. Paul have the permission of Mr. Berube to go on any site walks near that property.

Mr. Dates Garvin wanted copies of the Oaths of Office signed by each member of the School Board.

C. Tax Map Maintenance Proposal

Cartographic sent a new contract that was reviewed line by line, and it showed a difference of a \$150.00 increase. The total yearly cost is \$3200.00, and the last increase was two years ago. The maps are updated twice a year. The other charge would be \$15.00 per house plot and the 911 number.

Tom McGurty made a motion to approve the purchase of the Cartographic contract for the Internet GIS service, Kimberly Stacey Horn seconded the motion. All in favor, motion carried.

D. Power Point Agreement

The 2022-2023 Maintenance Agreement for the Generator warranty was presented by The Town Manager. There are 2 options for the warranty. A Silver Service, which is \$280.00 per year and includes a once a year maintenance servicing of the entire system. A Gold Service Maintenance agreement would be \$400.00 per year, for a twice a year complete maintenance of the system. Having the agreement would entitle any repairs required to be done on a priority service situation.

A motion was made by Tom McGurty to purchase the Gold Service Warranty for \$400.00 for the generator. The motion was seconded by Kimberly Stacey Horne. All in favor, motion carried.

E. Appointment / Alternate W/F Opening

Mr. Broder resigned from the Warrant and Finance Committee. His term would have been up in June, 2022. Mr. Lopez, an alternate on the Committee, also has a term to expire in June, 2022. Therefore, according to Ordinance, Mr. Lopez would be able to be move up to a member status. An advertisement for an alternate for the Warrant and Finance Committee will be published.

A motion was made by Kimberly Stacey-Horn to name Mr. Lopez to the Warrant and Finance Committee and advertise for an alternate. The motion was seconded by Tom McGurty. All in favor, motion carried.

F. Budget Workshops

Budget workshops will be held to increase Tom McGurty's familiarity with municipal management. The sessions will be held the next two Wednesday's at 3pm with the Town Treasurer. The process includes forecasting of revenues and reviewing the budgets submitted by the heads of departments.

G. Executive Session 405 6.A.1- Personnel

A motion to retire to Executive session to review Personnel Policy 405 6A-1 was made by Kimberly Stacey –Horn and seconded by Tom McGurty. All in favor, motion carried.

A motion to exit from Executive session to review Personnel Policy 405 6A-1 was made by Kimberly Stacey –Horn and seconded by Tom McGurty. All in favor, motion carried.

9. PUBLIC COMMENT: None

10. ANNOUNCEMENTS: Read aloud by David Winchell, Jr. and Kimberly Stacey-Horn.

Wednesday, Feb 2 Planning Board Workshop 3:00 pm

Wednesday, Feb 2 Special Town Meeting 6:00 pm (Acton Elementary School)

Thursday, Feb 3 Planning Board 6:00 pm

Wednesday, Feb 9 Planning Board Workshop 3:00 pm

Wednesday, Feb 9 Board of Selectmen 6:00 pm

Monday, Feb 14 Conservation Committee 7:00 pm

Wednesday, Feb 16 Planning Board Workshop 3:00 pm

Wednesday, Feb 16 Capital Improvement Committee 4:30pm

Wednesday, Feb 16 Board of Selectmen 6:00 pm

Thursday, Feb 17 Planning Board 6:00 pm

Tuesday, Feb 22 Mary Grant Committee 6:00 pm

Wednesday, Feb 23 Planning Board Workshop 3:00 pm

Wednesday, Feb 23 Board of Selectmen 6:00 pm

11. **MEMBERS PRESENT: Kimberly Stacey-Horn, Tom McGurty, David Winchell Jr.**
12. **ATTENDANCE: Jeff Mowry, William Langley, Dan Krampetz, Jennifer Roux**