

**SELECTMEN'S MEETING**  
**August 21, 2018**

**1. APPROVAL OF AGENDA:**

Selectmen Elise Miller made a motion to approve the agenda as written; Selectmen Kimberly Stacey-Horn seconded. All in favor, motion approved.

**2. MINUTES OF LAST MEETING:**

Selectmen Elise Miller made a motion to approve the minutes; seconded by Selectmen Kimberly Stacey-Horn. Motion carried. Minutes approved.

**3. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES:**

None.

**4. OLD BUSINESS:**

A. Road Association Funds

The Town Administrator, Jennifer Roux reminded the Selectmen that the Road Committee was going to review the documents at their next stated meeting and that had not occurred yet. Tabled until that time.

B. Property Maintenance Survey

The Town Administrator indicated that there was one week left to complete the survey. They are still available and if anyone wishes to complete the survey and has not done so yet, to please contact her for a form. The Town has currently collected 265 surveys.

**5. NEW BUSINESS:**

A. Town Report

Selectmen Miller asked that this item be placed on the agenda. In order to prepare for the Town report for fiscal year 2017/18, Department and Committee reports need to be submitted to the Board in a designated manner of time. The Town Administrator notified the Board that the audit is complete and she is seeking from the Board a commitment date for the submission of Committee and Department reports. After discussion, the Board committed to Sept. 21, 2018. The Town Administrator relayed that these report should be done in Microsoft Word format, and if Committee or Department Heads are unable to do that, they should reach out to the Town Office for assistance.

Selectmen Miller addressed the Committee and Department Heads. Ms. Miller wanted to remind everyone that these report are a part of Acton's history and are looked at as such by the public, so please keep this point in mind while writing your reports. The Town Administrator ask that the Committee and Department heads PLEASE submit their reports by the committed date.

B. Payroll Policy

Recently there have been several discussions among Department Heads and the Board regarding payroll: standard rates, increases and merit raises for hourly employees. The Board asked the Treasurer to draft a Payroll Policy. The Town Administrator read out the draft. The Town Administrator related that the Board does not have any desire to micro-manage any Department but they do have the final say. Selectmen Miller indicated that the Board would appreciate information and communications prior to a warrant with an increase. This item will be tabled until next week so that Selectmen Walsh can read the drafted policy and that all Board members can review and think upon it before making a decision.

C. Personnel Policy

The Town Administrator passed out copies to the Board. Mrs. Roux asked the Board to refer to page 5 and the changes being put into place. These changes were put into place to cover the Board not paying 100% of

the employee HSA Accounts due to rising Health Care rates determined after budget was approved. Tabled until Selectmen Walsh can read and Board can review entire policy.

#### D. Mary Grant

Mr. Richard Neal emailed the Board regarding the ability to recruit members for the Mary Grant committee. He wanted to send out a public plea for people to step up and join the committee. The Town Administrator did create an appointment tonight for Mr. Neal and Mrs. Barbara Seckar who were both interested, however the committee has lost 3 to 4 other members. Selectmen Miller informed those in attendance of what Mary Grant was and expectations of committee members.

Selectmen Kimberly Stacey-Horn read out the appointments for Mr. Neal and Mrs. Seckar to become a Mary Grant Committee Member until June 30, 2019. Selectmen Elise Miller made a motion to appoint Mr. Neal and Mrs. Seckar as a Mary Grant Committee Member until June 30, 2019; Selectmen Kimberly Stacey-Horn seconded. All in favor, motion approved. Appointments signed.

#### E. GIS Internet Agreement

CIA's (the cartographic company contracted by the Town of Acton) annual contract runs out in November. The Town Administrator presented the annual contract renewal for the Board to sign. The cost of this contract is \$2,400, which is that same amount as last year. While the Board was looking over the document, Mrs. Roux explained that there was a review conducted on all the plots and photograph information of assessed properties listed on the Town website. The results of missing plots and photographs was sent to the cartographers to update. Once this update starts in the field, some Assessors may be out in the Town performing these duties to update our records but they will always have identification and a signed letter with a seal from the Town on their persons. The Sheriff's office is also notified when they are working in the area.

Selectmen Elise Miller made a motion to sign the GIS Internet Agreement from November 1, 2018 to October 31, 2019; Selectmen Kimberly Stacey-Horn seconded. All in favor, motion approved. Agreement signed.

#### F. Auditor Letters

The Town Administrator related to the Board that this was the final piece needed to be completed before the Auditor could make recommendations to the Board. The letters were addressed to Attorney Joe Lenkowski and Attorney Brad Morin of Bourque & Clegg to serve as request for consent to furnish to the Auditors all information regarding pending threatening litigation claims or assessments. These letters need to be signed so that the lawyers can release the information to the Auditors.

Selectmen Elise Miller made a motion to sign the letters to the attorneys; Selectmen Kimberly Stacey-Horn seconded. All in favor, motion approved. Letters signed.

#### G. Truck Specs

The Town Administrator related to the Board that a few weeks back, she had sent the proposed Truck Specs for review and wanted to know where that stood. The Board selected to table until next week when Selectmen Walsh will be in attendance and the Board can review.

#### H. Generator

An article was passed to raise \$8,800 for the generator for the Town Hall; assuming the Board wants to take care of this before winter sets in, the Town Administrator seeks approval from the Board to work with the Fire Chief to obtain specs and then seek out bids. Draft will be presented next week.

I. Notice of Temporary Closure

Selectmen Stacey-Horn read out Temporary Closure notice for Square Pond Water Access to replace the boat launch ramp during September 4 through September 24, 2018.

J. Conservation Mtg – canceled.

The next Conservation meeting will be on September 18<sup>th</sup> at 8 pm.

**6. PUBLIC COMMENT:**

Mr. Paul Poyant approached the Board regarding Warrant & Finance Committee warrant as discussed last week. He has submitted a proposed change to tighten it up without causing further conflict. He wanted to know where they stood. The Town Administrator responded that it did look like an incorrect election took place with 2 year term instead of 1 year term. The Board has been emailed documents. Advertisement for Alternative position has just started. Priority has been low on the list, but it is being addressed.

Mrs. Joyce Bakshi spoke regarding Rt 109 by Trading Post. Signs have not been replaced. Nothing has changed. When will these things be done. The Town Administrator did update the Board, this is all Shapleigh property. The signs the Town is allowed to replace has been put in order. It will be the middle of September before another review will be done. Until a speed study is done, Acton will not be able to work on this at all. Mrs. Cindy Hart approached the Board asking them to consider those flashing lights when the signs are up dated. The Town Administrator will follow up on status of signs.

Ms. Jeanne Achilles approached the Board asking them to look into non lake property owners mooring vessels on Wilson Lake in front of private property, especially those 19 home owners from Wilson Shores One. Question – Who has rights; Second question is other non shore property owners are mooring on lake too. The Town Administrator replied that this was discussed and the Board feels it is a civil matter and that they have no say in the dispute. However the Town Administrator did put out a call to the Game Warden regarding mooring laws for clarification. Response was the State delegated it to the Town and the Town can enforce it. The Town Administrator will confirm that and then report back to the Board when she gets an answer.

A resident of Wilson Lake Shore One informed the Board that she had property in Wilson Lake Shore One and held 1/19th ownership of the open space as stated on plot plan. She continued that there were people who bought property on the other side of the bridge and in her opinion, they are considered Wilson Lake Two. Her concern was that when the last property owner sold the property, a lawyer was involved and he legally signed over rights to that open piece and this would make it 20 people owning rights to that open land. The resident then stated to the Board she believed this was a legal matter to be resolved and that the Board should look into it. The Town Administrator again stated that she can look into this matter if the Board wants her to. Selectmen Stacey-Horn responded, yes, it needs verified as either a civil or Town matter. The Town Administrator will get an opinion in writing on whether it is a civil or Town matter.

Mr. Bruce Ellis (the 20<sup>th</sup> property owner) approached the Board. He informed the Board that the land was done through William Nicholson, the original lawyer who did the subdivision. Mr. Ellis holds a legal document from his lawyer. He also stated that his property borders the open property and is not a piece of property up the road. Mr. Ellis would like this not to be an issue and would like to be informed if anything surfaces. The Town Administrator said that it will be put on the agenda next week and she will report back to the Board as whether it is a civil or Town matter.

Mr. Bill Boulanger, another property owner on Wilson Lake approached the Board. He stated that there should be a registered subdivision plot plan and he doesn't know how it can be changed without re-registering it with the changes. Mrs. Roux agreed that there is a process that is followed but the Board does not know if that is what has happened. Again, Mrs. Roux stated she will give feedback next week.

**7. ANNOUNCEMENTS:**

Upcoming meetings will be posted on the website.

08/23/2018- 08/26/2018	Acton Fair
08/28/2018	Owls Luncheon 12 noon
08/29/2018	Transfer Station Closed - Paving
09/04/2018	Transfer Station Closed - Labor Day
09/22/2018 - 09/23/2018	Applefest

**8. MEMBERS PRESENT:**

Selectmen Elise Miller, Selectmen Kimberly Stacey-Horn, and Town Administrator Jennifer Roux.

**9. OTHERS PRESENT:**

Jeannie Archilles, Joyce Bakshi, Bill Boulanger, Bruce Ellis, Cindy Hart, Dick Neal, and Paul Poyant.