

SELECTMEN'S MEETING

August 30, 2016

5:00pm

1. **APPROVAL OF AGENDA:** Moved by Bill Shields, seconded by Ed Walsh, to accept the agenda as presented. The motion passed 2-0.
2. **APPROVAL OF MINUTES OF LAST MEETING:** Moved by Bill Shields, seconded by Ed Walsh, to approve the Minutes of the Meeting of August 23, 2016 as written. The motion passed 2-0.
3. **DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES:** None
4. **OLD BUSINESS:**
 - A. **Fire/Rescue Building, Fairgrounds:** Mrs. Roux explained to Board Members that Mr. Ridley made one change to the agreement; the Acton Fair Association is not a non-profit organization as stated in the document. Moved by Bill Shields, seconded by Ed Walsh, to approve the change as noted on the document. The motion passed 2-0 and the change was initialed by the two selectmen.
 - B. **Tax Sale:** Mrs. Roux reported that no bids were submitted for the thirty-nine acre parcel. Consensus of the Board was to table discussion of the disposition of the property to the next meeting.
5. **NEW BUSINESS:**
 - A. **Appointments:** Moved by Bill Shields, seconded by Ed Walsh to appoint Lois Michaud and Robert Seckar to serve on the Cemetery Committee until June 30, 2017. The motion passed 2-0 and the appointment document was signed by both Selectmen.
 - B. **Roberts Quit Claim Deed:** Both Selectmen signed the Quit Claim Deed transferring the property back to Mr. Roberts, the signature was witnessed by Rollin Waterhouse and Mrs. Roux notarized the document.
 - C. **Temporary Office Help:** Mrs. Roux reminded the Board that Alexis Rumney recently vacated the position after five years of excellent employment to attend college. She noted that the Treasurer determined that there is still about \$8,000 in the Clerical Account to pay for temporary office assistance, about one day per week to help keep up with the filing, opening mail, etc., especially throughout the fall during tax payment processing and the Presidential Election. Consensus of the Board Members was that Mrs. Roux will hire a qualified person to perform general office duties as outlined in her presentation.
 - D. **Certificate of Assessment/Assessment Warrant:** Mrs. Roux presented the tax commitment as provided by the Assessors. She noted that there are three areas to sign: certification that pages 1 through 478 are the Tax Commitment of the Town of Acton, instructions to the Tax Collector to collect \$6,343,014 in taxation, and direction to turn those receipts over to the Treasurer. Mrs. Roux estimates that tax bills will be available during the second week of September and stated that

the tax commitment will be posted on the website. She reminded property owners that even if they fail to receive a tax bill, they are still responsible for paying the property tax due.

Moved by Bill Shields, seconded by Ed Walsh, to sign the assessment as presented. The motion passed 2-0 and the document was signed by both Selectmen.

The Chairman thanked the Tax Collector and the Town Treasurer for their excellent work in preparing this document.

E. Ambulance Run Forms: Mrs. Roux noted that the Fire Chief submitted these forms for approval to use the form to track ambulance calls, which includes a charge of \$25 administrative fees. The Chairman noted that the payment should be made in the form of a check, payable to the Town of Acton, which would be turned over to the Treasurer on a regular basis.

F. General Assistance Amendment: Mrs. Roux advised the Board that a public hearing is scheduled for September 20th at 5:00 p.m. which is required because the allowed income for a household applying for general assistance has changed. She noted that the general assistance files were recently audited by the State and that the town was found to be in compliance.

7. **PUBLIC COMMENT:** None

8. **ANNOUNCEMENTS:**

A. Volunteers are still needed for Recreation, Cemetery and Road Committees;

B. Flu Shots September, 26th from 12:00 – 1:00 p.m.;

C. The Transfer Station will be closed Monday, September 5th, in observation of Labor Day;

D. Mary Grant Events: Potluck dinner on Saturday, September 10th at noontime and a pumpkin carving event in October.

E. Fire Department Roof Bid, deadline to bid is 4:00 p.m. on September 6.

F. Library Entrance Bid, deadline to bid is 4:00 p.m. on September 6.

9. **MEMBERS PRESENT:** Ed Walsh, Bill Shields

10. **OTHERS PRESENT:** Rollin Waterhouse, Eric Dawalgna, Jennifer Roux