

**SELECTMEN'S MEETING**  
**December 3, 2015**  
**5:00pm**

**SALUTE TO THE FLAG**

1. **APPROVAL OF AGENDA:** Motion made by Ed Walsh to accept the agenda as presented amended to move #5 New Business section A up to be heard immediately after the Approval of the Minutes. The motion, seconded by Bill Shields, passed 3-0.
2. **APPROVAL OF MINUTES OF LAST MEETING:** Motion by made Bill Shields, seconded by Ed Walsh, to approve the minutes of the meeting of November 19, 2015 as written. The motion passed 3-0.
5. **NEW BUSINESS:**
  - A. Executive Session Pursuant to Title 30-A MRS 2705(1)(B)(5): Motion by made Bill Shields, seconded by Ed Walsh, to go into Executive Session Pursuant to Title 30-A MRS 2705(1)(B)(5).

Motion by Ed Walsh, seconded by Bill Shields, to come out of Executive Session at 6:14 p.m. The motion passed 3-0.

Motion by Ed Walsh, seconded by Ted Kryzak, to suspend an employee of the Town of Acton based on discussion during Executive Session. The motion failed 1-1-1. (Shields Abstained)

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

Office Manager / Town Clerk

- A. **Resignation / Town Clerk's Office:** The Town Clerk reported that Dale Fisk, resigned from the position of the Assistant to the Town Clerk, as of Tuesday, December 8<sup>th</sup>. Motion by Ed Walsh, seconded by Bill Shields, to accept the resignation with regret. The motion passed 3.0.

Mrs. Roux stated that it's understandable that valuable employees leave the town's employment to seek maniple jobs that pay more, and offer retirement such as Maine State Retirement and 401K and better health and dental insurance coverage. Ted Kryzak noted that according to Maine Municipal, the Town of Acton employees who work regularly at least twenty-five hours or per week all year are eligible to be covered under the Maine State Retirement system. In response to the need to retain good employees, he suggested that following the meeting of Thursday, December 10, 2015, the Board of Selectmen conduct a workshop to review material that is available regarding offering Maine State Retirement to eligible employees. He also noted that there is an option available that would cover full-time Fire Department employees, such as the Fire Chief, that should be considered as well. Consensus of the Board Members was that the Board go ahead with that workshop.

- B. **Retirement / Fire Department:** Peter Smith stated that he is retiring from the position of Fire Chief of the Acton Fire Department effective January 1, 2016. He noted that he has served for thirty-four years in several capacities from the Chief of the Junior Fire Department to serving as the current Fire Chief. He thanked Jennifer Roux, Michelle Rumney, the Board of Selectmen, the citizens of the Town, and the Fire Department personnel for their ongoing support. The Chief expressed pride in the Department especially in accomplishing a full time Fire Department. He said that he will continue to work with the Department as a fire fighter. He provided a suggested job description and job posting.

Mrs. Roux thanked Mr. Smith for all his direction and dedication over the years. The Selectmen, Mrs. Roux and all the people in attendance did a standing ovation in honor of the Chief.

Motion by Ed Walsh to accept the Chief's retirement with regret based on his letter, seconded by Bill Shields. The motion passed 3-0.

Motion by Ted Kryzak, seconded by Bill Shields, to nominate Ed Walsh as the Selectmen's Liaison on the Fire Department Commission. The motion passed 3-0.

- C. Fire / Ambulance Consolidation Update:** Mrs. Roux reported that one of the last issues in the consolidation of the departments is finalizing the submission of the 855b filing which requires noting the two people who have the administrative authority to make accounting changes, etc., which would be Jennifer Sayre as the current Rescue Chief, and the consensus of the Board was to recommend Jennifer Roux as the second person. Once the new fire chief is selected the documents can be reviewed. Once the filing is complete, it will take about thirty days for the new Medicare / Medicaid number to be assigned, however, billing can be done retroactively for ninety days.

Jennifer Escoto stated that the Billing Company, who has done an excellent job in assisting in accomplishing the transition, will charge a \$1200 set up fee and 7% of the actual billing.

- D. CEO Training / CEO Vacation Request:** Jennifer Roux reported that the CEO attended a DEP Chapter 1000 discussion in Waterboro on December 3<sup>rd</sup>. He will also attend an MBOIA Annual Meeting on January 21, 2016, and an IRC and IBC Building Code changes class on Monday, December 14<sup>th</sup> and Tuesday, December 15<sup>th</sup> in Portland.

Mr. Paul applied for vacation time on Wednesday, December 16<sup>th</sup> and Thursday, December 17<sup>th</sup>. The Selectmen signed the approval.

- E. TV at Gym:** Mrs. Roux reported that the TV at the gym is missing, the Board indicated they were not aware of where it was.
- F. BOS Meetings:** Due to the Mrs. Roux's required coverage in the TC office, during the Thursday meetings and her office is now short-staffed, Mrs. Roux suggested that Board of Selectmen meetings be changed to Tuesday evenings. Motion by Ted Kryzak, seconded by Ed Walsh, to change the Board's regular meetings to Tuesdays at 5:00 p.m. beginning with the first meeting in January. The motion passed 3-0.
- G. Planning Board Alternate Appointment:** Motion by Bill Shields, seconded by Ed Walsh, to appoint Leslie Berlan to the position of Planning Board Alternate member. The motion passed 3-0. Board Members signed the appointment.
- H. Cable Update:** Mrs. Roux provided an email from Mike Corey stating that he has confirmed that the Metrocast changes do not include the elimination of Channel 12.
- I. Library Door:** Mrs. Roux noted that a hydraulic door closer has been donated by Richard Neal to be used at the library. Ted Kryzak stated that he had understood that Mr. Neal intended to install the device. If he is not able to do so, Ed Walsh will do the installation.
- J. Winter Moths:** Consensus of the Board Members was to allow the Department of Agriculture and Conservation Forestry to hang a winter moth trap on an oak tree on town property during the months of December and January. It's been reported that the invasive species has been spotted in Acton.
- K. Speed Limit Surveys:** Mrs. Roux reported that Tim Soucie, who is responsible for scheduling speed limit surveys, is scheduled to be in Acton on December 4<sup>th</sup>. The Town has expressed concern

with Canal Road, H Road, Peacock Road, Sam Page Road, Point Road, Nason Road, New Bridge Road but Youngs Ridge Road is definitely a priority. Ted Kryzak requested that Deputy Shaw be included in Mr. Soucie's review if his schedule permits.

**L. Abandoned Property:** Mrs. Roux stated that the property owner that had received notice to clean up property that was deemed unsafe has not followed through with the required clean up. Also, the property deadline conveyed to the other property owner in a certified letter is December 4<sup>th</sup>. She will bring the next steps suggested by the Town's Attorney regarding these two properties to the next meeting.

**M. Fee Schedule:** The Code Enforcement Officer is requesting to institute a \$200 fee for the construction of new roads because they require a lot of Code Enforcement review, a fee of \$35 for installing sprinkler systems and a \$25 fee for documenting 20% lot coverage. Motion by Ed Walsh, seconded by Bill Shields, to approve the Fee Schedule as submitted. The motion passed 3-0. The Schedule was signed accordingly.

**4. OLD BUSINESS:** None

**6. OTHER BUSINESS:** Ed Walsh stated that he received a call questioning why sections 4.2.2.6 a and b are still in the Ordinance. Consensus of the Board was that because both articles failed, the original version remains in effect. Mrs. Roux noted that the attorney confirmed that based on the wording of the articles and the final vote, both sections remain on the books.

**7. ANNOUCEMENTS:**

A. 2016 Dog Licenses are still available.

B. Annual Tree Lighting is scheduled for Saturday, December 4<sup>th</sup> from 5:00 – 8:00 p.m.

**C. Neighbors Helping Neighbors Thank You:** Mrs. Roux reported that three families received food baskets to assist in their Thanksgiving celebration. She thanked the many people who donated to that project and noted that this type of help is extremely important to families that need help during the holidays.

**8. MEMBERS PRESENT:** Ted Kryzak, Ed Walsh, Bill Shields

**9. OTHERS PRESENT:** Jennifer Roux, Peter Smith, Jennifer Escoto, Dave Winchell Jr, Paul Poyant, Brad Morin, Ken Marrass

**10. ADJOURNMENT:** Motion by Bill Shields, seconded by Ed Walsh, to adjourn the meeting at 7:45 p.m. The motion passed 3-0.