

## SELECTMEN'S MEETING

February 23, 2016

5:00pm

### SALUTE TO THE FLAG

#### 1. APPROVAL OF AGENDA:

Motion 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:

Motion by Bill Shields, seconded by Ed Walsh, to approve the minutes of the meeting of February 16, 2016. The motion passed 2-0.

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

##### Town Clerk/Office Manager:

**A. School Election Date:** Mrs. Roux reported that the School Election Dates have been changed in order to avoid April Vacation. The open Town Meeting will be held at the School on Tuesday, April 5<sup>th</sup> at 7:00 p.m. The Election will be held the following week at the Town Hall on Tuesday, April 12<sup>th</sup> from 8:00 a.m. to 8:00 p.m.

**B. Maine Municipal Visit:** Lance, representative of Maine Municipal Insurance, inspected the two buildings that were recently added to the insurance liability policy: the Safety Building and the Sand / Salt shed. Lance reported that a light at the exit bay door was out and a second floor railing where the platform is should be forty-two inches. It is currently thirty-six inches. He also requested a value of the Ambulance Building contents.

He also met with David Winchell to review the new Salt / Sand Building and requested that a lock be installed on the exterior electrical shutoff. Otherwise, he was impressed with the building.

**C. Street Signs:** Mrs. Roux reminded the Board that a review was conducted in October of various town roads in conjunction with the DOT and Deputy Shaw. She reported that signs that were ordered as a result of that review based on the DOT recommendations have been received and will be distributed to the Road Commissioners to be posted.

**Fire Chief:** David Langley requested additional time to submit a budget item for the Annual Town Meeting Warrant based on the recent Ambulance transition, specifically requesting authorization to place revenues generated by the Ambulance be placed into the Acton Fire and Rescue Capital Improvement Fund. He stated that the revenue should be used towards eventually purchasing a new ambulance, which is estimated to cost about \$225,000, or replacing a fire truck if the need arises instead of going into the General Fund. Ed Walsh suggested waiting a year when the actual ambulance revenue is known to make this request and thought changing the current account designated to purchasing a fire truck be changed to include "emergency vehicles". Mrs. Roux stated that the Treasurer would have to be consulted as to whether an existing account could be changed. Ed Walsh noted that it is very impressive that the Ambulance Staff is making about 99% of the rescue calls for the area.

William Williams inquired as to whether offering an ambulance subscription has been considered. David Langley agreed that it should be explored.

**Road Commissioner:** David Winchell reported that he has received calls of concern with the condition of the Milton Mills Road. Because this area is maintained by the State, he called the North Berwick Town Barn to have the road patched and was assured that they are aware of the problem and will try to get enough manpower together to accomplish the necessary patching.

He also reported that he will meet with Mike from the Wakefield Road Department to determine which town is responsible for improving the Canal Road bridge, which is a 6,000 pound bridge. He plans to post a sign stating the actual tonnage.

He also noted that he plans on posting the roads later next week.

#### 4. OLD BUSINESS:

**A. Abandoned Properties:** Jen Roux reported that the problems with the two properties are still unresolved and are scheduled to be heard in Springvale District court on Monday, February 29<sup>th</sup> at 10:15 a.m.

**B. Winter Sand - Salt Shed:** David Winchell stated that he has the approved Building Permit and will proceed with the project.

**C. Foreclosures:** Mrs. Roux reminded Board Members that the property owners of the three parcels have until March 9<sup>th</sup> to repurchase the properties.

**D. Gym Request:** Mrs. Roux distributed a spreadsheet relative to the expenses and revenues for the gym since FY 2012 / 2013. That year, the expenses were \$4616, the revenues \$3738, for a loss of \$877. The next year, FY 2013 / 2014, the gym realized a loss of \$2336 and the following year, FY 2014 / 2015, there was a profit of \$1687. She noted that the year-to-date figures for this current year, remembering that the gym membership rates were increased and that it's been an unusually mild winter, show the expenses to be \$1055 and the revenues are \$4122. Ed Walsh noted that the average over the three years, not including the current figures, represent about a \$509 loss.

Gail Boisvert thanked the Board for approving the repair of the door and requested that rubber matting be purchased for the aerobics area of the gym. She reported that purchasing tiles for the approximately 700 square feet for that area would cost approximately \$400.

Consensus of the Board was to table the request until it could be reviewed by the Treasurer.

#### 5. NEW BUSINESS:

**A. RFP - Municipal Lobby:** Mrs. Roux reminded Board Members that this project was approved by the Board at the last meeting. She noted that the request could be included on the School Warrant or Annual Town Warrant. Bill Shields made the motion to include the request to fund the Municipal Lobby project, not to exceed \$25,000, on the Warrant to be considered at April 12, 2016 Town Meeting. The motion, seconded by Ed Walsh, passed 2-0.

William Williams noted to the Board that the word "security" should be included in the Municipal RFP project, as that was the basis of the need.

**B. Budget Timeline:** The Town Meeting date was set to be Saturday, June 18<sup>th</sup>. Jen Roux and Michelle Rumney will meet and develop a suggested timeline based on this date and submit it to be considered at the meeting of March 1<sup>st</sup>.

Ed Walsh inquired as to whether the Annual Town Meeting date can be changed from June 18<sup>th</sup> as he has a conflict. Mrs. Roux stated that the State of Maine sets the election date to be the second Tuesday of the month of June, so the Town's Annual Town Meeting should be scheduled for the Saturday immediately following.

**C. Portland Water District:** Ed Walsh read a letter that will be sent to the Portland Water District accepting and thanking them for the video equipment that they offered to the Town.

**D. Acton Wakefield Watershed Alliance:** Consensus of the Board Members was to approve the request to include the AWWA website useful links on the Town's website.

**E. Rabies Clinic / Warrant:** Mrs. Roux reported that there are still three pages listing unlicensed dogs. She reminded Board Members that after March 1<sup>st</sup>, the fine increases to \$50 and that the Board of Selectmen are required to sign a warrant for court summons of owners of unlicensed dogs on or around March 1<sup>st</sup>. She noted that many of the dogs are still unlicensed because the dogs have not received the rabies vaccine and stated that there is a rabies clinic scheduled for Sunday, February 28<sup>th</sup> from 9:00 p.m. to 1:00 p.m. at the Lebanon Fire Station. She hopes that dog owners will take advantage of this clinic and get their dogs licensed prior to the signing of the Warrant to avoid a summons to court. Motion by Bill Shields, seconded by Ed Walsh, to sign the warrant on March 8<sup>th</sup>. The motion passed 2-0.

**F. Deputy CEO Appointment:** Motion by Bill Shields, seconded by Ed Walsh, to appoint Corey Normand as Deputy CEO officer. The motion passed 2-0.

**6. OTHER BUSINESS:** None

**7. PUBLIC COMMENT:** None

**8. ANNOUCEMENTS:**

**A. Public Hearing / Planning Board:** In accordance with the Zoning Ordinance, the Acton Planning Board will hold a Public Hearing on Thursday, April 7<sup>th</sup> for the purpose of discussing a proposed amendment to the Ordinance relative to Resource Protection exceptions.

**B. Caucus Information:** The Acton Republican Party will caucus on Saturday, March 5<sup>th</sup> at 1:30 p.m. at the Biddeford Middle School. The Acton Democratic Party will caucus on Sunday, March 6<sup>th</sup> at 4:00 p.m. at the Acton Town Hall.

**C. Nomination Papers:** Nomination papers for three positions, Selectman / Overseer of the Poor, the Northern District Road Commissioner and one School Committee Member, will be available on March 18<sup>th</sup> and are due no later than April 29<sup>th</sup>. Ted Kryzak's, Scott Mooney's, and Jeanette Bearse's positions are expiring this year..

**D. Deputy Chief Opening(s):** The Town of Acton is currently looking for two Deputy Chiefs for the Acton Fire-Rescue Department. Deadline to apply is 3:00 p.m. on Friday, February 26.

**E. Winter Fun Hobbs Farm:** The event is scheduled for Saturday, February 27<sup>th</sup> from 1:00 – 3:00 p.m. at the Hobbs Farm at 651 Acton Ridge Road.

**F. Lawn Care Bid:** The Town of Acton is soliciting bids for lawn care at various sites as outlined on the website. All bids need to be submitted by 4:00 p.m. on Friday, March 25, 2016.

**G. Audit Bid:** The Town of Acton is seeking proposals for Auditing services. Deadline for Submissions is March 4, 2016.

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

**10. OTHERS PRESENT:** Jennifer Roux, Dave Winchell Jr, William Williams, Peter Smith, Dave Langley, Gail Boisvert, Bill Catansye

**11. ADJOURNMENT:** Motion by Bill Shields, seconded by Ed Walsh, to adjourn the meeting at 6:05 p.m. The motion passed 2-0.