

## SELECTMEN'S MEETING

January 19, 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 3-0.
- 2. APPROVAL OF MINUTES OF LAST MEETING:** Motion by Bill Shields, seconded by Ed Walsh, to approve the minutes of the meeting of January 12, 2016 as written. The motion passed 3-0.
- 3. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

#### **Treasurer:**

**A. Lawn Care Bid:** Michelle Rumney provided a copy of the bid request used last year which doesn't include maintenance of the veterans' graves. Consensus of the Board Members was that the general Lawn Care Bid process should proceed as usual and that the Office Manager conduct a survey to attempt to determine how many veterans' gravesites exist and identify locations before initiating the bid process for the lawn care of those sites. This bid should be processed differently because the requirements, how often they are mowed, how they are fertilized, etc., are different from the typical general lawn care requirements of the general sites.

**B. Staff Retirement:** Mrs. Rumney distributed a copy of estimated costs of the State Retirement package as outlined in information provided by MMA and based on the salaries of current eligible employees and including three vacant positions. She stated that the cost for this fiscal year would be about \$22,000 for the ensuing year and if the Board elected to offer retroactive coverage, there would be additional cost. She requested that the Board makes a decision prior to the end of February so that it could be included in the budget process.

**C. Social Service Requests:** The Treasurer inquired as to how the Social Services budget requests are to be processed this year. The deadline for these requests is set for the end of February. The Board decided to place this subject on the agenda for the next meeting for consideration. Board members requested that the actual request, which may include sizeable increases, be submitted to the Board for consideration and Board approve or disapprove accordingly.

**D. Audit Bid:** Mrs. Rumney noted that the turnaround time for the final report has typically been slow in the past so she suggested that the bid request includes a final turnaround time of no longer than ninety days. She stated that this is the end of a three year contract and that the Town has been with this company for nine years. Consensus of the Board was that this item be tabled until the next regular meeting allowing them to review the information before acting on it.

#### **4. OLD BUSINESS:**

**A. Time Clock Update:** Mrs. Roux reported that after meeting with the company that offers many types of time reporting systems, it appears that many towns use a typical time clock system. An option to clock in from a standard phone is available so the Road Crew would not have to report to standard units. The estimated cost based on expected Town use, it would be an annual fee of approximately \$6,000 – 7,000. Consensus of the Board was to table this subject until the next regular meeting allowing them to review the information and consider the options.

**B. Fire Chief Opening Update:** William Williams, chairman of the Commission, reported that the members met on Thursday, January 14<sup>th</sup> and that Mr. Dolan has offered to serve as the volunteer position. Thirteen applications have been received in response to notices of the vacancy. In an attempt to weed out any applicants might not want to continue with the interviewing process based on requirements and expectations, the Commission decided to send a letter to all applicants acknowledging their application and outlining the process, salary and benefit information, and a description of the required agility physical test which includes a waiver, etc. The next meeting of the Commission is scheduled for January 21st with an expected process completion in mid-February.

Ted Kryzak noted that the agreed salary is \$50,000 and that the successful applicant would be eligible for the employee benefits as outlined in the Personnel Policy.

**C. Fire-Rescue Consolidation Update / Committee:** Mrs. Roux stated that Jennifer Escoto has confirmed that Medicare has all the necessary information and that the transfer documents are ready for the meeting scheduled for January 26<sup>th</sup>. After discussion of possible target dates, it was decided that a March 1<sup>st</sup> target is reasonable.

**D. Abandoned Properties:** Mrs. Roux stated that the Town is awaiting possible court dates regarding the two abandoned properties.

**E. Warrant - Special Projects**

**1. Roof Bid / Fire Station:** Mrs. Roux reported that an estimate of \$31,000 has been determined for roofing both sides of the building. Ted Kryzak stated that there will be money that was budgeted for Fire Department salaries and the warrant can request that this money be transferred to the Undesignated Account to be used for this project. Consensus of Board Members was that an RFP e processed for this project.

**2. Walkway:** Mrs. Roux noted that Mr. Letourneau estimates about \$20,000 to makes repairs and continue the walkway. The \$40,000 in the Capital Improvement Account could be used for this project and finishing the siding.

**F. Winter Sand - Salt Shed:** Ted Kryzak agreed to contact David Winchell regarding this subject.

**G. 2013 Foreclosure Notices:** Mrs. Roux reported that there are seventeen pending foreclosures.

**H. Flat Ground Road:** Mrs. Roux noted that she is still working on gathering information regarding this subject so it will be included on the agenda for the next meeting.

**5. NEW BUSINESS:**

**A. Romac Orchards (Cashin/Davis):** Tom Cashin stated that he and Carl Davis are requesting to include the request to purchase twenty-five acres of land held by Romac Orchards on the H Road as a referendum question at the Annual Town Meeting in June. The question would ask that the Town appropriate \$100,000, raising \$75,527 from taxation and drawing \$24,473 from the Town Forrest Reserve Account which was realized from the sale of wood cut on town property on the Hebo Hybo Road. The request is that the twenty-five plus or minus acres be held by the Town of Acton as public forest allowing public access to the approximately five acres of the summit; administered by the Town Forrest Committee; and providing a conservation easement to be held by the Three Rivers Land Trust.

Mr. Davis provided a map of the property. He stated that there are approximately seven acres that are still viable farmland and that a portion of the orchard could be revived.

Mrs. Roux reminded the Board that they have they have the authority to order the subject to be included on the Warrant or it could be petitioned with 10% of the voter turnout of the last gubernatorial election or about 126 signatures.

Mr. Davis noted that Three Rivers would be responsible for raising between \$50,000 to \$80,000 for the remainder of the asking price of the property. Mr. Kryzak expressed concern with raising the money through taxation prior to successful fundraising efforts. Mr. Davis stated that there are grants available and Three Rivers members are confident that the money can be raised.

Consensus of the Board was that this matter be tabled to the next regular meeting so that Members would have time to think about the purchase.

**6. OTHER BUSINESS:** None

**7. ANNOUNCEMENTS:**

A. Dog Licenses

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

**9. OTHERS PRESENT:** Jennifer Roux, Michelle Rumney, Tom Cashin; William Williams, Carl Davis

**10. ADJOURNMENT:** Motion by Bill Shields, seconded by Ed Walsh, to adjourn the meeting at 5:55 p.m. The motion carried 3-0.