

SELECTMEN'S MEETING

June 7, 2016

5:00pm

1. **APPROVAL OF AGENDA:** Moved by Bill Shields, seconded by Ed Walsh, to accept the amended agenda changing item #4b from the no-update status. The motion passed 3-0.
2. **APPROVAL OF MINUTES OF LAST MEETING:** Moved by Bill Shields, seconded by Ed Walsh, to approve the Minutes of the Meeting of May 31, 2016 as written . The motion passed 3-0.
3. **DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES:**

David Winchell reported that he has been working on the dam at Wilson Lake, placing sandbags in an attempt to drop the level of water in order to make it more manageable. He stated that they are using screened sand from the Pepin pit in the sandbags. He notified Cam Adams, who is the DEP agent for this area, as to what he is doing to manage the dam.

He also noted that the budget that was submitted to the Board of Selectmen includes a request for five weeks' stipend not the five months' stipend that was quoted.

His crew is also working on storm cleanup and cleaning some of the culverts that are plugged with leaves.

4. OLD BUSINESS:

- A. **Gym:** Mrs. Roux reported that Ken Paul has hung the door but the security alarm still doesn't work. She has called American Security to help with the repair.
- B. **Foreclosure Properties:** Ed Walsh noted that the property on Foxes Ridge is not high enough to support a communication tower, so the Board directed Jennifer Roux to begin the process for putting the two properties up for sale. Mrs. Roux suggested posting Friday, July 1 as a deadline for bids on the property for a deadline of July 5th for the Board
- C. **Fire Chief Ad - Deadline June 10** (Table No Update)
- D. **Abandoned Properties** (Table No Update / Court Order Aug 2016)

5. NEW BUSINESS:

- A. **Appointments:** Mrs. Roux informed the Board that the appointments she brought forward for consideration is only a list committee members that must be appointed at this time. She will contact current members that are up for appointment to determine if they wish to continue sitting on those committees and prepare a more comprehensive list of appointees to be reviewed at the next few meetings.

The Board of Selectmen acted on the appointments as follows:

Moved by Bill Shields, seconded by Ed Walsh, to appoint Corey Normand as the Deputy Code Enforcement Officer within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

Moved by Bill Shields, seconded by Ed Walsh, to appoint Steve McDonough as the Deputy Code Enforcement Officer / Local Plumbing Inspector within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

Moved by Bill Shields, seconded by Ed Walsh, to appoint Kenneth Paul as the Code Enforcement Officer / Director of Planning / Local Plumbing Inspector within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

Moved by Bill Shields, seconded by Ed Walsh, to appoint Bob Anderson as the Constable within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

Moved by Bill Shields, seconded by Ed Walsh, to appoint William Catansye as the EMA Director within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

Moved by Bill Shields, seconded by Ed Walsh, to appoint William Catansye as the 911 Addressing Officer within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

Moved by Bill Shields, seconded by Ed Walsh, to appoint Mike Roux, Sr. as the Animal Control Officer within and for the Municipality of Acton until June 30, 2017. The motion passed 3-0 and the appointment document was signed.

- B. DOT Minutes:** Mrs. Roux reported that the transcript from the DOT hearing held on May 26th is available for review in the Town Clerk's Office.

David Winchell noted that he spoke with representatives of the DOT regarding the drainage issue at the Young's Ridge intersection. DOT confirmed that the Route 109 project won't be done until at least next year so Mr. Winchell requested that a DOT representative contact him to decide on how to address the drainage issue.

Also, it has been determined that the guard rails on the bridge on Milton Mills Road are inadequate so the State may be placing jersey barriers there which will probably turn the area into a one-lane road. Mr. Winchell noted that it has been determined that any bridges on a state road or on a road that travels between states are the responsibility of the DOT.

- C. Sheriff's Dept Letter:** Chairman Kryzak read the letter from the York County Sheriff's Office:

"The York County Sheriff's Office is committed to promoting and maintaining law enforcement activities that support and enhance the safety of your community. We continually strive to address issues that jeopardize the safety and well being of your citizens and work toward enhancing the quality of life in York County. Motorists exceeding the posted speed limit are affecting the quality of life in our communities. Speeders are a danger to the motoring public and to themselves. In 2015 York County experiences twenty-one fatal motor vehicle crashes; more than any other county in the State. This was a seventy-five percent increase from the previous year. Additionally, data provided by the Maine Department of Transportation shows that there were five hundred speed crashes in York County with 325 of them involving personal injuries. To address this serious issue, Chief Deputy Tom Baron wrote a grant documenting our need for additional traffic enforcement resources. The Maine Bureau of Highway Safety agreed with the Chief and awarded the Sheriff's Office with \$19,216. This grant allows us to dedicate deputies for speed enforcement and will run until September. This is one way in which we look to address the needs of the communities we serve.

However we ask that you help us spread the word about the speeding problem and urge all citizens to drive within the posted speed limits. During this speed enforcement campaign we will be adding deputies in and around your community. Our goal is to encourage voluntary compliance through education and high visibility. Nevertheless, deputies will be stopping and ticketing speeders. Our goal is to save lives and we thank you for your anticipated support. Signed by William L. King, Jr., Sheriff.

D. Personnel Policy: Chairman Kryzak read the changes that were made to the Personnel Policy of the Town of Acton as a result of the meeting with the Board of Selectmen and Department Heads:

- The requirement to submit signed time sheets to the Treasurer by 12:00 p.m. on the next Monday after the end of the work week was added to the policy;
- References to “flex time” throughout the document was changed to “paid time off (PTO)”;
- The Easter day off listed under the “Holiday” section was removed;
- In the Longevity Incentive Program, after five years of employment with the Town, employees may cash in up to one week of accrued paid time off at the end of the calendar year; after eight years of employment, employees after ten years of employment, employees may cash in up to three weeks of accrued paid time off at the end of the calendar year;
- Article 10:
Paid Time Off: PTO benefits are available to full-time employees working in excess of twenty hours per week on a continuing basis. Paid time off can be used for vacation, sick or personal reasons. Employees accrue paid time off (PTO) at the following rate:
 - Prior to one year, hours worked times hours worked;
 - After one year, .058 times hours worked;
 - After two years, .077 times hours worked;
 - After ten years, .098 times hours worked.

Vacations and planned absences will be scheduled at such time or times that shall be mutually agreeable to the employee and supervisor.

Due consideration will be given to an employee’s seniority in regards to scheduling vacations.

If an employee is sick or has a personal emergency that he or she must attend to, the employee is expected to notify their immediate supervisor no less than one hour prior to the schedule time of work.

Employees must use the PTO within the calendar year that it is earned. Employees will be permitted to carry over up to one week equivalent PTO into the next calendar year but must use that week within the first six months of the year.

PT may not be used until ninety days of employment has been completed.

Employees may receive their PTO pay prior to vacation but must submit a request through the Department Head to the Treasurer in writing at least ten days in advance.

This PTO Use Policy will take affect January 1, 2017. Employees who currently have earned vacation time have until December 31, 2016 to use their vacation. However, they may carry over no more than one week into the new calendar year.

Accrual for current employees will begin affective October 1, 2016 to allow for time to start banking for the change to the new Policy 1/1/2017.

Accrual for new employees will begin with the date of hire.

The PTO buyout for longevity for employees who are less than ten years will begin December, 2017.

Moved by Bill Shields, seconded by Ed Walsh, to approve the changes to the Personnel Policy as outlined. The motion passed 3-0.

6. OTHER BUSINESS: None

7. PUBLIC COMMENT: Holly Mooney stated that she listened to Mr. Winchell who said earlier that someone had misquoted him last night. She noted that it was she who had made the statement and that she has paperwork that she would like to read from the 2016 / 2017 Budget for District #2 – Snowplow Minimums:

“Winter maintenance starting on November 15th and ending on April 1st, would like to receive a minimum for plow truck and driver due to no snow and a seven day work week at rates set by Town Meeting.” Mrs. Mooney noted that that’s per truck and for five months so she doesn’t believe she misstated the figure.

Secondly, Mrs. Mooney stated that Mr. Winchell speaks often of how important it is to attend meetings and that she agrees, however, it’s also important for a Road Commissioner to be efficient on the roads. She commented that charges for six men at ten hours was charged for the dam project. She calculates that to be about \$2900.

David Winchell responded that his crew started at 6:30 a.m. in an effort to place all the sandbags. The conditions were difficult. Two men shoveled twelve yards of sand. Trucks were only charged at four of the ten hours.

Mrs. Mooney noted that in her opinion, many of the men were idle; three trucks, a loader and an excavator is excessive equipment.

8. ANNOUCEMENTS:

- A. Election/Absentee Ballots/Town Meeting - No BOS Mtg June 14/Town Hall Closed
- B. 06/25 9am Mousam Lake Region Association Annual Meeting (Fairgrounds)

9. MEMBERS PRESENT: Ted Kryzak, Ed Walsh, Bill Shields

10. OTHERS PRESENT: Jennifer Roux, Bill Catansye, Holly Mooney, David Winchell, Elise Miller, Paul Poyant