

## SELECTMEN'S MEETING

March 29, 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 March 22, 2016 Board of Selectmen's Meeting as written. The motion passed 2-0.
3. **DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES:**
  - A. David Winchell reported that based on his conversations with the Road Commissioners of surrounding towns, he will remove the road posting signs by the end of the week.

Mr. Winchell also noted that according to the Treasurer, the Salt Budget of the Winter Roads Account is approximately \$7200 overdrawn. He requested that Selectmen consider approval to draw future salt purchases from the two Road Commissioners' plowing and sanding budgets going forward. Jennifer Roux requested that this subject be tabled so that the Treasurer can advise how to resolve the overage.

### 4. OLD BUSINESS:

- A. **Abandoned Properties:** Mrs. Roux reported that there is no new information regarding the two properties in question pending the scheduled court dates. However, she did note that an abutter has offered to purchase one of the properties and would include all of the Town's court costs and clean up fees in the purchase price.
- B. **MMA Action Letter:** Mrs. Roux stated that with approval from Chief Langley, she contacted Lance regarding his liability insurance building review. She specifically inquired if his recommendation that the Town activates the existing security alarm is actually a requirement. Lance rescinded that item based on their conversation, however, he stated that a fire monitor must be installed. Mrs. Roux contacted American Security System to advise cost of installation. David Langley is working on the remaining two items on the list.
- C. **Fire fighter/EMT/Paramedic Application:** Mrs. Roux noted that the Fire Chief and Deputy Fire Chief have reviewed and approved the updated application packet. The Town's job application has been added with the inclusion of the two questions: "*Have you ever been convicted of a felony or do you have pending charges against you and are you in a deferred disposition agreement with any court of any state?*" Board Members approved the application packet and requested that the Office Manager move forward with the job posting.
- D. **Winter Sand - Salt Shed:** David Winchell stated that he plans on beginning the work on the Salt / Sand Shed this week. Consensus of the Board was that the floor of the structure will be asphalt.
- E. **Gym Door:** Mrs. Roux reported that a standard door has been ordered.
- F. **Lobby/Clerk's Office Renovation Walk Thru Update:** Mrs. Roux reminded Board Members that, pending voter approval of the April 5<sup>th</sup> warrant article, Jim Fiske will act as the overseer of this project with the Town's maintenance employees doing the work on an hourly basis. He thinks that

there several areas where money can be saved, for example, if ceiling tiles are used instead of a grid system, saving as much as \$500 could be realized. He also noted that some of the existing materials, an interior door and the windows, can be reused and that the walls are currently insulated. He expects that the original ductwork and furnace can be used for heat, probably only relocating the registers because there is no area being added. Mr. Fiske advised the Board that until the actual demolition occurs, many of the figures are still only estimates but he submitted a breakdown as follows:

Demo 42' wall - three days, two workers .....	\$1,500
Frame 32 linear feet of wall - three days, two workers .....	\$1,500
Hang and finish 1200 sq. feet of drywall @ \$1.24 / sq. foot.....	\$1,500
Hang 700 sq. feet of grid and tile ceiling .....	\$1,500
Paint 1200 sq. feet of walls and trim .....	\$1,500
Move doors and retrim .....	\$1,000
Install shutters.....	\$1,500
Base and window trim .....	\$1,500
Cabinets and countertops.....	\$3,000
Carpet office - 45 sq. feet @ \$4 / sq. foot.....	\$1,800
Vinyl flooring, lobby and hall - 450 sq. feet @\$6.00 / sq. foot....	\$2,700
Design and construction management.....	\$2,000
Electricity and HVAC .....	<u>\$4,000</u>
	\$25,000

Consensus of the Board Members was that this proposal is reasonable and well thought out.

**G. Foreclosed Properties/Tax Sale:** This subject was tabled until the next meeting.

**H. Nomination Papers Correction:** Mrs. Roux advised the Board that in addition to the three open positions that have been advertised, a one-year School Board Committee position resulting from the resignation of Amanda Cobbs must be included. To date, no papers have been taken out for the School Board position, so the oversight of the second School Committee position does not make the process illegal.

**I. Yoga Request:** Mrs. Roux read a recommendation from MMA that the Selectmen do not approve Susan Chadbourne's request based on the Town's policy which expressly allows the use of the Town Hall only for occasional not-for-profit events. Ed Walsh noted that a request like this would be a perfect project for the Recreational Department if that group becomes active and oversees the gym. Board Members requested that Mrs. Roux also check with the Town's insurance carrier to determine if this is a viable request.

**J. Conservation/Forestry Update:** Mrs. Roux reported that the Town's Attorney is reviewing the proposal and that Tom Cashin has been helping in researching meeting minutes. She expects to be able to provide more information at the next meeting.

**K. Radar Speed Trailer:** Mrs. Roux stated that the town has been selected to borrow the State's Radar Speed Trailer for two weeks. Deputy Shaw will select where it will be placed and when. A

stipulation of the State's approval is that the Town contact the previous borrower to arrange for the transfer of the trailer.

**5. NEW BUSINESS:**

**A. Lawn Care Bids:** Board members opened four sealed bids:

- K & K Property Management, North Waterboro, quoted a price of \$4,000 for the 2016 season, May through November, to include mowing every seven to ten days, fertilizing, raking, and Spring and Fall cleanup at 35 H Road, the Public Safety Building, the Mary Grant Preserve and the Lincoln School. References and Certificate of Liability and Workers Compensation Insurances were included;
- C & D Landscaping, Shapleigh, quoted a price of \$4,000 for the 2016 season, to include mowing, reseeding, fertilizing, liming, mulching as needed at 35 H Road, the Public Safety Building, the Mary Grant Preserve and the Lincoln School. Certificates of Insurance and references were included;
- Ham's Property Services, Acton, quoted a price of \$4,200 for the 2016 season, May through October, to include mowing, weed wacking, removal of brush and debris, fertilizing, Spring and Fall cleanup at 35 H Road, the Public Safety Building, the Mary Grant Preserve and the Lincoln School. Certificates of Insurance were included.
- S & D Property Maintenance quoted a price of \$6,000 for twenty cuts of mowing, trimming, raking, fertilizing, Spring and Fall cleanup, Spring weed and feed, Fall winterization at 35 H Road, the Public Safety Building, the Mary Grant Preserve and the Lincoln School.

Mrs. Roux noted that both C & D Landscaping and Ham's Property Services have done the Town's lawn care previously. Mr. Walsh stated that he prefers awarding contracts to local businesses when possible and with a difference of only \$200, he felt that the contract should be awarded to Ham's Property Services. Motion by Bill Shields, seconded by Ed Walsh, to award the Lawn Care contract for the 2016 season to Ham's Property Services for \$4,200. The motion passed 2-0.

**B. Billing Rates:** Mrs. Roux reported that Tammy Higgins has requested that until she is able to work with the new Department Heads to determine a billing rate, that the current rates be used in the interim. Motion by Bill Shields, seconded by Ed Walsh, to approve using the current billing rates for the Acton Ambulance Department as requested. The motion passed 2-0.

**C. Milton Mills Road Clean Up Weekend:** Mrs. Roux informed Board Members that property owners of property on Milton Mills Road is conducting a roadside clean up on April 1<sup>st</sup> through the 3rd. Resources such as plastic bas have been donated by Aroma Joes and Three Rivers Land Trust members are offering assistance.

**6. OTHER BUSINESS:** Ed Walsh thanked Department Heads who attended the Budget Workshop on Saturday, March 26<sup>th</sup> for their efforts. He stated that he thinks the budget for the ensuing year is reasonable.

**7. PUBLIC COMMENT:** None

**8. ANNOUNCEMENTS:**

A. Public Hearing / Planning Board - April 7 @ 7pm (4.2.2.6.)

B. School Election Dates (April 5 & April 12)

C. Liquor License Public Hearing (April 5 @ 5pm)

D. Romac Orchard Public Hearing (April 26 @ 6pm)

**9. ADJOURNMENT:** Motion by Bill Shields, seconded by Ed Walsh, to adjourn the meeting at 5:47 p.m. the Motion passed 2-0.

**10 MEMBERS PRESENT:** Ed Walsh, Bill Shields

**11. OTHERS PRESENT:** Jennifer Roux, Eric Dawagna, Holly Mooney, Scott Mooney, Paul Poyant, Dave Winchell Jr., Jim Fiske