

**SELECTMEN'S MEETING
TOWN OF ACTON
October 29, 2015
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 as written. The motion passed 3-0.

3. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Town Clerk/Office Manager

A. Boat Purchase Completed / Registered: Mrs. Roux advised the Board that the purchase has been completed and the boat has been registered to the Town. The CEO reported that he had reviewed properties on Mousam Lake the day before, making four points of contact. He also stated that he negotiated with Michaud's Marina to winterize and store the boat for a sum of \$400. There is currently \$1100 left in the account for life jackets, oil change, winterizing and fuel for the ensuing year. Consensus of the Board Members was that the CEO is authorized to use that account for that purpose as long as he doesn't exceed the balance.

B. Siding Work Status: Mr. Paul reported that both sides of the building have been stripped and insulated. Windows have been re-trimmed on one side. About \$1000 in materials and \$2000 in labor of the budgeted \$11,000 has been expended. Mr. Paul estimated that the budget will cover both sides and possibly the front leaving only the el area to do.

C. Window Sills: The Treasurer advised that there is a unexpended balance of \$898 in the windows fund and requested that the Selectmen either consider redoing the sills or transfer the money zeroing out the account for auditing purposes. Ted Kryzak stated that the money was earmarked specifically for windows, therefore, consensus of the Board Members was to go ahead with replacing the sills. Ken Paul was given permission to expend the balance of \$898 for windows.

D. Waive Building Fee: Mrs. Roux reported that property owners at 177 Flat Ground Road experienced a fire totally destroying the structure and that they were uninsured. Motion by Ed Walsh, seconded by Bill Shields, to waive the Building Permit fees for replacing the structure. The motion passed 3-0.

E. Sanford Flooring Estimate Update: Mrs. Roux updated the Board advising them that Paul Poyant offered to pay for the repair to the Library floor. Ed Walsh reported that the damage is definitely a hazard and that the town owns the building and is responsible for maintaining it. Motion by Ed Walsh, seconded by Bill Shields, to spend \$375.14 to repair the Library's entry floor. The motion passed 2-1. Ted Kryzak expressed the opinion that the Library should become a town department so that the budget could be overseen by the town. Elise Miller inquired why the building maintenance is not covered by the town's Maintenance line of the budget. Ted Kryzak responded that the Library's maintenance costs are not included in that budget line each year. Ms. Miller agreed to work with the Board during the budget process and provide a list of anticipated expenditures.

F. Electricity For Xmas Tree: Mrs. Roux reported that there is a request to connect electrical service from the pole to the sign in order to light the tree for Christmas. Mr. Kryzak stated that the Stantons had

suggested providing electricity for the tree. The subject was tabled to the next meeting so that an alternative source can be explored.

G. Payroll Timesheets: The Office Manager reported that the Treasurer is requesting the Board's approval to send a memo Department Heads outlining the payroll process. The suggested memo states that approved timesheets must be used by all employees unless the Department uses a time clock or for salaried employees, the start time and end time for each day will be included and the sheet signed by the employee and the Department Head. If the Department Head uses a cover sheet listing the payroll for that Department, the processed timesheets must be included. The memo further states that unless the properly process timesheets are submitted to the Treasurer by Tuesday at 10:00 a.m. each week, employees will not receive a paycheck for that week. Board Members approved distribution of the memo.

H. Newsletter: Mrs. Roux requested support from the Selectmen to develop a weekly newsletter that will be posted on the town's website and emailed to those interested, including announcements, notifications and information. Consensus of the Board was that she move forward with this project.

I. Workshops: Mrs. Roux asked Board Members if they feel that the current meeting structure is working affectively or did they think that the workshop prior to the meeting makes it more productive. Peter Smith stated that he thinks the Workshop Meetings make it easier to communicate with the Board.

4. OLD BUSINESS:

A. Mary Grant Pumpkin Carving Update: Dick Neal reported that the event was very successful though they had hoped for a bigger turnout. The Selectmen thanked Art Kelly for donating the pumpkins. Mr. Neal stated that the Committee would like more people to be involved with the Mary Grant project.

B. Corrected Abatement: The Board signed a corrected abatement for the Lapene property, Map 149, Lot 005, because the incorrect tax rate was used for an abatement request resulting from a structure fire. Motion by Ed Walsh, seconded by Bill Shields, to approve and sign the corrected abatement.

5. NEW BUSINESS:

A. Sign Updated Personnel Policy: In response to the Board's request at the meeting of October 22nd, Mrs. Roux submitted the following suggested changes to the Personnel Policy for Member's consideration:

- Article 4, Employment Categories: addition of Section F to read "STIPEND EMPLOYEES - A Stipend Employee is not considered permanent and is not entitled to benefits. Employees are subject to all personnel rules and regulation as provided herein.
- Article 6, Workweek / Overtime: addition to Section C to read "Fire and Rescue Personnel will be paid overtime after (212) two hundred and twelve hours of actual work in a 28 day period".

Motion by Bill Shields, seconded by Ed Walsh, to approve and sign the updated Personnel Policy. The motion passed 3-0 and the document was signed.

B. Sign November 10, 2015 Warrant: Mrs. Roux reviewed the Board's recommendations for the Warrant to be considered at the Special Town Meeting:

- Article 2, the Board of Selectmen recommends "be Approved as Written", 3-0.
- Article 3, the Board of Selectmen recommends "Ought Not to Pass", 3-0.

- Article 4, the Board of Selectmen recommends “be Approved as Written”, 3-0. (Mrs. Roux noted that the Warrant and Finance Committee recommended “Approval of the Amendment as Drafted”, 4-0 but the recommendation wasn’t in the minutes.)
- Article 5, the Board of Selectmen recommends “be Approved as Written”, 3-0. (Mrs. Roux noted again that the Warrant and Finance Committee recommended “Approval of the Amendment as Drafted”, 3-1-2 but the recommendation wasn’t in the minutes.)
- Article 6, the Board of Selectmen recommends “be Approved as Written”, 3-0.

Motion by Bill Shields, seconded by Ed Walsh, to approve and sign the Warrant as presented. The motion passed 3-0 and the document was signed.

C. Abutters Notice: Ted Kryzak, because the Town of Acton holds property abutting the subject lots, acknowledged notice of the Public Hearing on November 5 to discuss the Conditional Use Permit application submitted by Mountain Minerals and Aggregates to Expand the Mineral Extraction Activity on Property at Route 109, Map 140, Lot 001 and 002.

6. OTHER BUSINESS:

N/A

7. ANNOUNCEMENTS:

- A. 2016 Dog Licenses are available
- B. November 3 State Referendum Election 8:00am - 8:00pm
- C. Special Town Meeting - Tuesday, November 10 6:00pm @ School
- D. Annual Tree Lighting event Saturday, December 5th at 5:00 p.m.

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

9. OTHERS PRESENT: Jen Roux, Elise Miller, Peter Smith, Ken Paul, Dick Neal

10. ADJOURNMENT: Motion by Bill Shields, seconded by Ed Walsh, to adjourn the meeting. The motion passed 3-0.