

## SELECTMEN'S MEETING

### TOWN OF ACTON

September 10, 2015

5:00 p.m.

#### SALUTE TO THE FLAG

#### 1. APPROVAL OF AGENDA

#### 2. APPROVAL OF MINUTES OF LAST MEETING:

- September 3, 2015: Motion by Bill Shields, seconded by Ed Walsh, to approve the minutes as written. Motion passed 3-0.
- September 9, 2015: Motion by Bill Shields, seconded by Ed Walsh, to approve the minutes as written. Motion passed 3-0.

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

##### Town Clerk/Office Manager

- A. TBD Site Plan:** Mrs. Roux reported that the contract has been reviewed by the Town's Attorney and requested that the Board Members sign the two documents. Motion by Ted Kryzak, seconded by Bill Shields, to sign the contract. Motion passed 3-0.

Steve Dumont presented the site plan, which has been reviewed by the Code Enforcement Officer and both Road Commissioners. Motion by Bill Shields, seconded by Ed Walsh, to sign the site plan as submitted. The motion passed 3-0.

David Winchell reported that Line Pro set the line stakes for the property and no problems were found; in fact approximately ten feet were identified as town property. Joe Stanley will also provide a surveyed plot plan.

Steve Dumont stated that TBD expects to begin working on the project on Wednesday, September 16<sup>th</sup>. He will provide a color chart for the color selection of the panels at a future meeting.

- B. Building Permit Signature:** Motion by Bill Shields, seconded by Ed Walsh, to sign the Building Permit application. The motion passed 3-0.

- C. Fire/Rescue Merger Update:** Jennifer Escoto explained that if the Town acquires the Ambulance Association prior to finishing the Maine Care and Medicare application process, ambulance calls cannot be billed. The National Provider Identifier is still pending.

Mrs. Roux stated that a meeting has been scheduled with Jennifer Escoto, Jennifer Sayre, the Fire Chief and Ed Walsh on Wednesday, September 16<sup>th</sup> at 6:30 p.m. to discuss the organization, etc. Ted Kryzak requested that Bill Catansye be asked to attend this meeting.

In response to Ted Kryzak's question as to how many administrative hours per week would be necessary to run the Association, Ms. Escoto felt that it would depend on the expectations of the Board of Selectmen.

- D. Town Report / Deadline was Aug 21, Still Missing:**

Board of Selectmen Report  
Saco River Corridor Commission  
Acton Recreation  
Auditor Report

**E. Flag Wavers Quote - Signature Needed:** The document was signed by Board Members for option “B”, which is what the Board voted on in the last meeting.

**F. Veterans Grave Stone Needed:** Ted Kryzak read an email in which it was requested by Hannah Phillips to replace a missing gravestone as required by State and Federal law; the quote for replacement including lettering is \$1000. \$2750 was appropriated at Town Meeting for lawn care, maintenance and flags and markers. There is also a balance of \$1355 in reserve accounts. Mrs. Roux explained that the budget can’t be expended properly, maintenance can’t be done, which is not compliant with State statute, until an inventory of veteran grave sites is compiled. Motion by Bill Shields, seconded by Ed Walsh, to approve the request. The motion passed 3-0.

**G. Town Report Quotes: Four quotes were requested:**

- **Lincoln Press - \$3892**
- **Edison Press declined quoting**
- **Greg Madden / Kase Printing- \$1595 plus UPS charges**
- **Cardinal Printing - \$1834 delivered**

Motion by Ed Walsh to accept the quote from Greg Madden, which the Town has used in the past few years, for \$1595 plus shipping, if necessary; motion seconded by Bill Shields. The motion passed 3-0.

**H. General Assistance Ordinance Updates:** Mrs. Roux explained that because the State of Maine announced criteria changes, the Ordinance will need to be amended. She requested approval to set a Public Hearing to be held on October 1 at 6:00 p.m. to present these changes to the public. Motion by Bill Shields, seconded by Ed Walsh, to approve the Public Hearing. The motion passed 3-0.

**I. 2015 Municipal Valuation Return:** Mrs. Roux distributed copies of the 2015 Municipal Valuation Return for review. She pointed out that the report provides valuable information including total valuation, how many properties are in tree growth, how many in farmland, how many citizens are veterans, in which war they served, etc. This information is taken from Trio and the O’Donnell database.

**J. Desks from School:** Mrs. Roux read an email from Kim Oliver in which Ms. Oliver states that the school has 100 individual desks that they no longer need and in accordance with School Policy, offered them to the town. Mr. Kryzak felt that the town has no use for the furniture.

**4. OLD BUSINESS:** Peter Smith reported that the Fire Department held a meeting on Tuesday evening regarding the Ordinance. Another meeting will be held on September 15<sup>th</sup>. Ed Walsh reminded him that the Public Hearing is scheduled for September 17<sup>th</sup>. The Chief was unsure if the Ordinance will be final at that time. Mrs. Roux stated that Warrant and Finance has agreed to provide final recommendations by the morning of Tuesday, October 6<sup>th</sup>, so a final draft must be submitted to them as soon as possible.

Ted Kryzak stated that the Town’s Attorney is drafting a letter in response to the questions submitted by the Warrant and Finance Committee.

**5. NEW BUSINESS:**

**A. Executive Session Pursuant to Title 1 Section 405 Paragraph 6 A:** Motion by Bill Shields, seconded by Ed Walsh, to go into Executive Session pursuant to Title 1 Section 405 Paragraph 6. The motion passed 3-0.

Motion by Bill Shields, seconded by Ed Walsh, to go out of Executive Session. The motion passed 3-0.

**6. OTHER BUSINESS:** Assistant Position: Mrs. Roux stated that there has not been much response to the job posting; she feels the reason for that is that the town does not offer competitive wages and benefits. She stated that she will bring proposed hourly rate increases to a future meeting that she thinks may resolve the problem.

She also requested support to allow existing employees to increase their hours to help in the interim. Motion by Mr. Walsh, seconded by Bill Shields, to approve 8 hours per week paying up to \$25 per hour. The motion passed 3-0.

**7. ANNOUNCEMENTS:**

A. Public Hearings Sept 17 (Fire/Rescue, Transfer Station, Zoning)

B. Special Town Meeting Tuesday October 20, 2015, 7:00 p.m. at the Acton Elementary School

C. Kite Day at Hobb's Farm: Three Rivers Land Trust, September 20<sup>th</sup>, 651 Foxes Ridge Road, 11:00 a.m. to 3:00 p.m.

D. AWWA Annual Meeting: September 17<sup>th</sup> at 1:00 p.m., First Floor Conference room at the Wakefield Town Hall.

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

**9. OTHERS PRESENT:** Eric Dawagna, Virginia Debeoer, Elise Miller, Stephen Dumont, Dave Winchell Jr, Chip Vennell, Jennifer Escoto, Peter Smith, Jennifer Roux

**10. ADJOURNMENT:** Motion by Bill Shields, seconded by Ed Walsh, to adjourn the meeting at 6:00 p.m. The motion passed 3-0.