

**SELECTMEN'S MEETING  
TOWN OF ACTON  
August 6, 2015  
6:00pm**

**SALUTE TO THE FLAG**

**1. APPROVAL OF AGENDA:**

Motion by Mr. Shields, seconded by Mr. Walsh, to approve the agenda as presented. Mr. Kryzak requested that the Board reconsider the Debit Card Policy discussed at the Meeting of July 30<sup>th</sup>. Mr. Shields amended the motion to include the Debit Card Policy, seconded by Mr. Walsh. The amended motion passed 3-0.

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

Motion by Mr. Shields, seconded by Mr. Walsh, to approve the minutes from the meeting of July 30, 2015 as written. The motion passed 3-0.

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

**A. Treasurer**

1. **Update from Auditor, Bruce Nadeau:** Mr. Nadeau reported that the field work portion of the annual audit is nearly complete with a few outstanding issues: the June reconciliation will be completed when the July bank statement is received so that outstanding checks and the positive transit can be determined; the deferred taxes will be completed in August. He noted that the audit went well; the records are very complete as they have been in the last few years. Mr. Nadeau stated that they will return for an exit meeting once these calculations are complete.

Mr. Kryzak reminded Mr. Nadeau that the voters approved appropriating \$200,000 from undesignated funds and that this sum must be moved forward based on how the article was written. Mr. Nadeau responded that while he is not certain, he is quite sure that there will not be a problem based on the information gathered so far.

2. **Health Insurance Renewal:** Ms. Rumney reported that the current Health Insurance contract with Aetna is due to expire at the end of August. She has received quotes from Aetna, Harvard Pilgrim and Anthem. She noted that Aetna is the most affordable quote for health insurance based on the town's healthcare requirements; however, the deductible has increased from \$1800 to \$2600 for single subscribers and from \$2600 to \$5200 for a family policy. Ms. Rumney recommends that the Town continue contracting with Aetna and requested that the Board supports approving the contract renewal. Motion by Mr. Shields, seconded by Mr. Walsh, to approve the Aetna contract renewal. Motion carried 3-0.

**B. APAT:**

1. **Internet Proposals:** Mr. Corey reported that the contract with Fair Point, the Town's internet service provider, is due to expire. He has been working on enhancing the production process that the town is using to upload videos to You Tube; a faster internet connection is necessary to accomplish this improvement. Mr. Corey has secured two offers:
  - a. Fairpoint offers 10 megabytes of internet upload / download speed for \$207.21 per month. The current contract is for 5 megabytes for \$195.00
  - b. Metrocast is offering 5 megabytes for \$199.95 plus installation cost of \$149.95.

Mrs. Roux noted that this contract does not affect the cable contract with Metrocast. Mr. Corey explained that he can move money within his budgeted lines to cover the increase. Motion by Mr. Shields, seconded by Mr. Walsh, to approve the contract with Fairpoint Communications for 10 megabytes of internet upload / download speed for \$207.21 per month; the motion carried 3-0.

2. **Monthly Report Update:** Mrs. Roux expressed appreciation for Mr. Corey's assistance with uploading slides to the cable channel, covering more meetings, as well as getting the Board of Selectmen weekly meetings up on the cable channel by Monday mornings.

#### C. **Director of Planning / Code Enforcement Officer**

1. **Job Description – Hours:** Mrs. Roux noted that the job description voted on at the last meeting did not include specified hours. Consensus of the Board of Selectmen was that Mr. Paul will work only 35 hours per week and that his hours will be reported on a salaried timesheet. Mrs. Roux will have the amended job description to include hours available for a vote at the next meeting.
2. **Siding Estimates:** Mr. Paul quoted \$4,000 per side for stripping, siding, installing ice and water shield around the trim and repainting for a project total of \$8,000. He would also include repairing holes in the siding that occurred when cleaning ice off the overhang. He felt that a balance will be left over for other projects.
3. **Final Zoning Recommendations for Public Hearing:** Mrs. Roux explained that in an effort to resolve the conflict in the two articles, based on the instruction the Board of Selectmen had given her, regarding Resource Protection that were approved in June and to ensure that only one of the two articles will be retained after the Special Town Meeting vote in August, the warrant will stipulate specifically "If Article 2 passes, Article 3 will not require a vote and if Article 2 fails, Article 3 will automatically pass". This wording will also prevent both articles from being turned down. Motion by Mr. Shields, seconded by Mr. Walsh, to approve presenting the Articles as outlined for consideration at a Special Town Meeting. The motion passed 3-0.
4. **Zoning Board of Appeals Appointment:** Dennis Long has expressed interest in serving on the Zoning Board of Appeals. Motion by Mr. Shields, seconded by Mr. Walsh, to appoint Dennis Long to the ZBA until June 30, 2018. The motion passed 3-0.

#### D. **Office Manger Discussions**

1. **Game of Chance Application:** Shawn Hubbard, representing the Wells Elks Lodge, requested offering three games of chance at the Acton Fair: pull tickets, a cash wheel and high roller. All three games have been approved by the State of Maine but approval of the Acton Board of Selectmen is also required. These games cannot be offered simultaneously at the Lodge in Wells. Mr. Hubbard noted that the Lodge carries appropriate insurance. He stated that the group funds many charity efforts from the proceeds of the games of chance. Motion by Mr. Walsh, seconded by Mr. Shields, to approve the request to offer three games of chance during the hours of the Acton Fair with verification of the appropriate insurance. The motion carried 3-0.
2. **Special Town Meeting Recommendations:** Mrs. Roux outlined the three articles that will be on the warrant presented at the Special Town and requested that the Board vote on recommendations for each:
  - a. To see if the Town of Acton will authorize the appropriation of an additional \$60,860 from the School Undesignated Funds to offset taxes: Motion by Mr. Walsh, seconded by Mr. Shields to recommend approval of the article as written. The motion passed 3-0.
  - b. To see if the Town of Acton will authorize the transfer and appropriate \$60,000 from the School Undesignated Funds to fund article two; regular instruction: to cover the expense of an additional Pre-K position: Motion by Mr. Walsh, seconded by Mr. Shields to recommend approval of the article as written. The motion passed 3-0.
  - c. To see if the Town of Acton will authorize the transfer and appropriate \$3,319 from the Town Undesignated Fund to cover unanticipated wages and taxes for the Code Enforcement Department: Motion by Mr. Walsh, seconded by Mr. Shields to recommend approval of the article as written. The motion passed 3-0.

3. **Sign August 20, 2015 Special Town Meeting Warrant:** Motion by Mr. Walsh, seconded by Mr. Shields to sign the warrant. The motion passed 3-0. Board Members instructed the Office Manager to contact the School's attorney to determine if School board recommendations on the warrant are optional.
4. **Sand/Salt Update – Email:** The Town Attorney, Biddeford Savings Bank and the Treasurer continue to review the contract. The appraisal is pending. Mrs. Roux reiterated that volunteers cannot do any work on this project until insurance has been verified. David Winchell expressed concern that the property lines are in question as much as 27 feet; resolving this issue can push the project back six weeks. He feels that the survey can be done for a minimal expense, probably no more than \$1,000. Mrs. Roux stressed that the overseer of the project must be identified. Mr. Winchell expressed confidence that he and Scott Mooney can oversee this project. Consensus of the Board was that the Road Commissioners could oversee the non-financial portion of the project. The question of crushing was discussed: whether the bid process should have been followed. Mr. Kryzak requested that Mr. Winchell get statements from the various equipment owners of what the quote for renting the equipment would have been. Mr. Winchell requested clarification of whether the threshold to requests bids is \$3000 or \$5000 and whether the expense is limited to an annual basis, weekly or monthly.
5. **Request for Information:** Larissa Crockett has submitted a request for information regarding a "complete accounting of the dollars spent in the Select Board's attempt to put forward their own Zoning Ordinance proposal. This includes legal counsel prior to the vote in June and all legal fees generated because of the conflicting zoning proposals. Also include all staff time spent as a dollar figure based on salary as well any assessing dollars spent. Motion by Mr. Shields, seconded by Mr. Walsh, to provide the information requested. The motion carried 3-0.
6. **Wild Willeys Liquor Application:** Motion by Mr. Walsh, seconded by Mr. Shields, to approve the liquor license request.
7. **The Route 109 Restaurant - Roberta Searles:** Roberta Searles is a new applicant; Mr. Paquette will no longer be the lessee. Motion by Mr. Walsh to deny Yvonne's bar application based on the fact that she has not attended meetings as requested and Mr. Paquette has expressed verbally that she is no longer the lessee, seconded by Mr. Shields. The motion carried 3-0. The Board instructed the Office Manager to set up a Public Hearing on August 27<sup>th</sup> and conduct a background check on Ms. Searles.
8. **Mary Grant Appointments:** Motion by Mr. Shields, seconded by Mr. Walsh, to appoint Lorraine Yeaton to the Mary Grant Committee until June 30, 2016. The motion passed 3-0. Motion by Mr. Shields, seconded by Mr. Walsh, to appoint Barbara Seckar to the Mary Grant Committee until June 30, 2016. The motion passed 3-0. Motion by Mr. Shields, seconded by Mr. Walsh, to appoint Richard Neal to the Mary Grant Committee until June 30, 2016. The motion passed 3-0.
9. **Personnel Policy Review/Update:** Mrs. Roux stated that longevity benefits and health insurance benefits offered to long term employees had been discussed through the budget process. Additionally she added the workshop with W/F that it first came up in, and when the Board instructed her to seek out the information.
10. **Warrant and Finance Resignation:** Motion by Mr. Walsh, seconded by Mr. Shields, to accept Debbie Casey's resignation from the Warrant and Finance Committee with regret and appreciation. The motion passed 3-0. The Office Manager explained that according to the bylaws, a temporary member should be appointed as soon as possible, therefore, this position should be posted.
11. **Protection One Proposals:** Mrs. Roux stated that there have recently been challenges with the system. To alleviate the problems, a wired siren on the lower level and sensors on two doors must be installed. Motion by Mr. Shields, seconded by Mr. Walsh, to fund these upgrades out of the Maintenance Account. The motion passed 3-0.

12. **URIP Funds:** Mr. Kryzak will call and request that this be submitted.
13. **Vacation Request:** Mrs. Roux requests taking the 27<sup>th</sup> and the 28<sup>th</sup> of August as vacation time.
14. **Office Assistant Advertisement:** This position will support the Treasurer's Office and miscellaneous Selectmen duties. Twenty-five hours have been budgeted. The job will be posted in accordance with policy.
15. **Fire Department:**
  - a. The Fire Chief updated the Board informing them that the Ordinance is complete, has been reviewed by the attorneys and has been forwarded to the Warrant and Finance Committee for recommendation.
  - b. **Inactive Policy:** This policy as recommended by MMA has been enacted. Currently there are fourteen inactive members due to the requirements not having been met. After the completion of current training, six of the fourteen should be reactivated.
  - c. **Staff and Unstaffed Calls:** During the month of August, there have been 16 unstaffed calls and 21 staffed calls. Response has occurred within the prescribed response time. EMS missed two calls; mutual aid responded. About half the shifts have been filled. To date about 2000 hours of coverage have been filled since the program started. Thirty-two fire permits have been written.
  - d. Job Descriptions and job advertisements for full time and per diem are still being addressed.
  - e. The newspaper posting for a medical license is up August 14<sup>th</sup>. All other requirements have been completed for the filing.
  - f. **Wages:** The Chief requested that the Selectmen consider increasing the temporary base rate of \$11.00 per hour. Motion by Mr. Walsh, seconded by Mr. Shields, to approve the wage scale as presented by Mr. Smith.

**4. OLD BUSINESS:**

**Debit Card Policy:** Mr. Kryzak reminded the Board that the Office Manager had requested that the Selectmen consider amending the policy to allow the Office Manager to approve purchases of up to \$100 at the June 30<sup>th</sup> meeting but no action was taken at the time. Mr. Walsh made the motion to amend the Debit Card Policy to allow up to a \$500 purchase, seconded by Mr. Shields. The motion passed 3-0.

**5. NEW BUSINESS:** none

**6. OTHER BUSINESS:** none

**7. ANNOUNCEMENTS:** Mr. Walsh announced the free Concert in the Park on August 8<sup>th</sup> at the Mary Grant Preserve at noon.

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

**9. OTHERS PRESENT:** Jennifer Roux, Ken Paul, David Winchell, Jr., Mike Corey, Michelle Rumney, Dick Neal, Chip Venell, Bruce Nadeau, Shawn Hubbard

**10. ADJOURNMENT:** Motion by Mr. Shields, seconded by Mr. Walsh, to adjourn at 6:52 p.m. The motion carried 3-0.