

**SELECTMEN'S MEETING**  
**February 14, 2019**  
**7:00pm**

**1. APPROVAL OF AGENDA:**

Selectmen Elise Miller made a motion to approve the agenda; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved.

**2. MINUTES OF LAST MEETING:**

Selectmen Elise Miller made a motion to approve the minutes of February 5, 2019; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved.

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

Tabled – To be rescheduled.

**4. OLD BUSINESS:**

**A. Land Use Hours**

Mr. Ken Paul spoke to the Board regarding Land Use Hours. New proposal allows more hours for the public to come into the Land Use office.

The Board liked the consistency of the new hours.

Selectmen Elise Miller made a motion accept the new Land Use Hours as presented by Mr. Ken Paul; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved.

**B. Conduct for Elected and Appointed Officials**

The Town Administrator reached out to Town's Attorney regarding food gifts during the holidays; he had no concerns.

Selectmen Elise Miller made a motion to accept the Conduct for Elected and Appointed Officials; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved. Will be posted on website.

**C. Action Plan - Maine Municipal Association**

The Town Administrator asked that the Fire Department Liaison go over and go through each item and how they were improved. As for the Transfer Station, there is a class next Friday related to yearly training recommended by Maine Municipal. The second item, the fence, will cost \$1,600 to fix. Mr. Mann, Transfer Station Superintendent has it in his budget and would like to proceed. Board agreed. Transfer Station Liaison will also be asked to review improvements once all items are completed.

**D. Road Commissioner/Public Works Director Status**

Public hearing on this subject was conducted. The Board would like to move forward by making both Road Commissioners as Appointed Officials. Next step is signing the Warrant. The question to be presented on the warrant is, "Does the Town of Acton vote to change the Road Commissioner's positions from Elected to Appointed?" The Town Administrator will prepare the Warrant to be signed and have it ready for the Special Town Meeting on March 6, 2019. The Town Administrator also passed onto the

Board Mr. Nass's concerns on the amount of room to accommodate this meeting and suggested using the School. The Town Administrator will reach out to the School regarding availability.

E. 19-20 Proposed Budget

The Town Administrator updated the Board that the Treasurer indicated the following numbers were missing from the Budget:

- Roads – Town Administrator will discuss with Treasurer and Road crew and arrive at a workshop time whereas this can be determined.
- Mousam Watershed Dam Coalition
- Annual Maintenance and Capital Improvement Plan
- Town Hall Siding
- Forester - The Town Administrator reported to the Board that research shows that the Forester has been appointed with a \$500/year stipend since 2008. He has approximately 40 hours in so far for the year which equates to \$12.50/hr. If the Town hired his services independently outside, the cost would be \$60.00/hour. The Board needs to decide if stipend will remain the same or be increased.

F. 5 Person Board Request

Selectmen Miller prefers not to move forward with this request. It is hard to get a 3 people together never mind 5 people. The Town's people should petition for this if they want it. Selectmen Stacey-Horn and Walsh agree, that the Town is fine with 3 but if the Town is interested they can proceed with a petition.

**5. NEW BUSINESS:**

A. Order of Municipal Officers

Selectmen Walsh read out the Order of Municipal Officers as provided by the Treasurer.

Selectmen Elise Miller made a motion to accept and sign the Order of Municipal Officers; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved and signed.

B. RFP Auditing

The Town Administrator presented the Treasurer's RFP to go out and seek new Auditing services.

Selectmen Elise Miller made a motion to accept and sign the RFP as presented by the Treasurer to seek a new Auditing Company; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved.

C. Road Commissioner Appointment - Dist 1 Interim

Selectmen Walsh read out the appointment of Dave Langley as Road Commissioner, District 1 Interim until March 12, 2019.

Selectmen Elise Miller made a motion to accept Mr. Dave Langley's appointment as Road Commissioner, District 1 Interim until March 12, 2019; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Approved.

D. Combination of 252-009-002 and 252-008

Selectmen Walsh recapped meeting regarding Map and Lot numbers 252-009-002 and 252-008 that were not connected; one lot was landlocked. After discussion with Mr. Ken Paul, Mrs. Brenda Charland, Mrs. Jennifer Roux, Selectmen Ed Walsh and the Property Owners, it was determined that a Temporary Certificate of Occupancy was to be issued and the Owner will merge these two properties together to permit road frontage for the land locked piece. All parties agreed. This will move forward.

E. Road Account Updates from Treasurer

The Town Administrator presented the Treasurer's numbers for the Road Accounts and where they stood at this point in the year. The Board of Selectmen will review and consider increasing for next year if necessary.

F. Gym

Some of the local High School Students requested permission to use the Acton Gym because it was difficult to get to the new High School Gym. The Town Administrator sought legal opinion regard age limit and liability. Legal indicated that with parental permission a 15 year old age limit is acceptable. The Town Administrator will also reach out to Maine Municipal regarding liability. The Board will consider setting a 16 year old age limit and the parameters for this use and revisit next week.

The Town Administrator also presented a list of current memberships to the Gym. The Board will make some random checks regarding unpermitted persons using the Gym; both non members and guests.

G. Chain Bill

The Town Administrator reported to the Board that a past Road Commissioner's employee dropped off a bill from December 2017 for a replacement chain and asked if the Town would pay for it. The Board feels the approval of the ½ chain purchase for Mr. Langley approved at the last Board meeting was because he went over and above in getting equipment ready for his Interim position which immensely helped the Town out in a pinch and disagree to pay any others. Board agreed that this was special circumstances.

Selectmen Ed Walsh asked that the Town Administrator to ask the Treasurer to look back at the accounts and see what the cutting edge costs were for the past year.

**6. PUBLIC COMMENT:**

Susan Meehan approached the Board to remind them that when the Town changes auditors, it is recommended they are also to change Companies every 5 years. Mrs. Meehan asked that the current Auditing Company be excluded from the selection process. The Board disagreed but noted her request and that it was also a recommendation. The Board will seek the Treasurer's input.

Mr. Jeff Donahue approached the Board to update them on the land merger of 252-009-002 and 252-008. It has been placed with the Title Company and is in the hands of their Attorney. They also included Lot/Map 252-009-001 to make all 3 pieces of property one large parcel.

**7. ANNOUNCEMENTS:**

- Meetings are on the website.
- 10th Annual Square Pond Fishing Derby is coming up this weekend, February 17, 2019. Call Town Administrator for further details.

**8. MEMBERS PRESENT:**

Selectmen Ed Walsh, Selectmen Elise Miller, Selectmen Kimberly Stacey-Horn and Town Administrator Jennifer Roux.

**9. OTHERS PRESENT:**

Jeff Ruma, Jeff Donahue, Ken Paul, Robin Ham, Chuck Gregory, Dave Langley, William Langley, Brendan Meehan, Susan Meehan, Cindy Hart, Joyce Bakshi, Dennis Long, Karen McManus, and Tim Aiken.