

## SELECTMEN'S MEETING

March 19, 2019

5:00pm

### 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 meetings on March 5, 2019 and March 12, 2019; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

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

#### A. Animal Control

Mr. Peter Horn, Animal Control Officer updated the Board with the following points:

- Handled 24 calls since December. Most were lost or loose barking dogs.
- Currently following up on unregistered dogs; will be hand out written notices next.
- 2 dogs were taken to the Shelter but picked up within 24 hours.
- Mr. Horn is settling into the position; hardest aspect currently is tracking down people.
- The Town will be developing a Warrant in order to issue court summons for unregistered dogs.
- Mr. Horn will be out of town for a few weeks and the designated Animal Control telephone will be manned by the Town Administrator.

#### B. School Committee

Judie Shain, Chairman of the School Committee updated the Board with the following:

- Budget process has been completed; appreciates the Warrant & Finance's Committee's support of recommendations.
- Lengthy process to bring budget to where it needs to be. Mrs. Shain is pleased that the budget increase was <1%, almost flat. It is in the Selectmen's hands for approval.
- York County Regional Services has come in as low bidder for transportation. There will be 5 new buses with ACTON SCHOOL written on them plus a spare bus at the school in case one breaks down. New contract will save the school \$63,000 over a 3 year period.
- There will be a School Town Meeting on April 2, 2019 to vote on the Warrant Articles. Please come out and support.
- Wanted to notify the Selectmen of a fairly new program at the school called, "The Positive Behavior Intervention and Support Program". The program set expectations for common areas like cafeteria, bathrooms, buses, etc. It also includes voice levels. "Cat" cash is given for positive reinforcement. Expectations and language is consistent from Pre-K through 8<sup>th</sup> grade and most students are responding well. Program has seen marked improvements in behaviors. The program is now advancing into Second phase of the program to help the 20% of students who just need a little extra support. "Cat" cash all goes into a jar in the Main Office and names are drawn on Fridays and rewards are given out.
- The High School students are enjoying the first year in the new Sanford High School. She encouraged the Board to review the video presenting everything available in the new High School. There is an abundance of Courses, Athletics, Programs and Services that Acton students are benefiting from; many Acton Students are on the Honor Roll.
- Mrs. Shain praised Mr. Ross' leadership. Acton school is a very warm and welcoming place supporting a wide variety of needs. Mrs. Shain encouraged all to come to Town Meeting and/or contact Mr. Ross for a tour of a day and life in a student at the school.

#### 4. OLD BUSINESS:

##### A. Action Plan Maine Municipal Association

The Town Administrator met with Association Underwriter to follow up with concerns Maine Municipal had with the Municipal Gym and finalize the Fire Station recommendations. There are a few things to finish up with the Transfer Station.

##### B. 19-20 Proposed Budget

The Town Administrator presented the Proposed Budget to the Board. The Selectmen expressed that they wanted to sit down and go over this proposed budget before the Warrant is finalized to propose further cuts. Budget is up \$137,000. Warrant & Finance will be having their 1<sup>st</sup> meeting on Monday and will need this Warrant before the end of the month. The Selectmen decided to get together to discuss on Thursday at 7 pm; no decisions will be made until all are present. The Selectmen hope to release the Warrant the following week. The Town Administrator will also review with Treasurer.

##### C. EMA Director/E911 Operator Job Descriptions

Tabled.

##### D. District 1 Equipment

Waiting on weather. Selectmen Ed Walsh will follow up with a call.

##### E. Fitness Center

The Town Administrator updated the Board with insurance company's concerns regarding the Municipal Gym. Concerns are: no oversight of the facility, no control of keys, no orientation, 24/7 surveillance, equipment checks by a licensed professional. Board needs to decide whether to increase the fee to pick up some of the requirements or to give back equipment to the Fire Department and decrease liability. Selectmen Miller has made spot checks and there have been people who have not paid for the Gym and have been using it. Facility will need routine attention. The Board are tabling on a decision until next week until a review and discussion with Fire Department can be completed. The Board asked that the Recreation Department be brought into next week's meeting to discuss if they would be interested taking over the responsibility of the gym equipment and use; what are their plans?

##### F. Rowe Bridge Damage

The Town Administrator updated the Board that the insurance company responded that they will not be paying for the damages to Rowe Bridge. The insurance company is willing to go after the 2 drivers under personal liability but need receipts in hand. The Road Commissioner is waiting on weather for a final review of damages. The Board will need to look into which account will be used to provide money for repairs; barriers need to go up now. The Town Administrator will follow up on barriers.

##### G. 7th Street

The Town Administrator sent all the 7<sup>th</sup> Street documents to Bourgue and Clegg for review. A few concerns surfaced for Bourgue and Clegg and will be checked. This agenda item will be revisited next week.

##### H. Auditor Selection

The Town Administrator read out the Treasurer's vetting and recommendation of the 2 candidates who submitted bids. Mrs. Rumney's recommendation was to stay with current auditor company HRH Smith. Selectmen Miller asked the Treasurer about the additional fee line stated in the quote. Mrs. Rumney responded to Selectmen Miller plus explained that over the last 9 years, RHR Smith utilized 3 different auditors, thus meeting compliance for utilization of Auditors.

Selectmen Miller made a motion to accept the bid from RHR Smith for 1 year based on the Treasurers recommendations; seconded by Selectmen Kimberly Stacey-Horn. All in favor. Approved.

**5. NEW BUSINESS:**

**A. 19-20 School Warrant**

The Town Administrator presented the School's 19-20 Budget Special Town Warrant of \$5,607,553.00 for the Board to sign. Warrant & Finance support recommendation.

Selectmen Miller made a motion to sign the 19-20 School Budget as presented; seconded by Selectmen Kimberly Stacey-Horn. All in favor. Approved and Signed.

Selectmen Miller commended the School Committee for doing such a great job.

**B. Road Account Balances**

The Town Administrator presented the current account standings provided by the Treasurer for the Board's information. Number is over but not by the 15% requiring action.

**C. Draft Bonding Policy**

The Town Administrator updated the Board of Maine Municipal policy regarding the collecting of money. Those who collect money currently are bonded. The Town is looking to expand this policy to other departments who handle money so that a receipt can be handed to the customer. Policy was provided to the Board for review. Discussion ensued regarding who should be bonded and timing of receipts to come to Town Hall. Minor edits to be made. Policy will be acted upon next week.

**D. ZBA Re-hearing - 13<sup>th</sup> Street**

The Zoning Board of Appeals made a decision on 13<sup>th</sup> Street Hearing in February. The Plaintiff's took it to Superior Court. After review by Legal, it was decided that it should come back to the Zoning Board of Appeals to be reheard with some guidance from the judge.

A meeting with Code Enforcement Office, Land Use Secretary, Legal and Selectmen determined the best course of action is for the Town's Attorney to meet with the judge and the parties to come up with guidelines to proceed with this and have the Zoning Board of Appeals rehear. This is also the most cost effective way to handle. Highly recommended by Land Use Attorney to pursue this matter in this way; 13<sup>th</sup> Street Resident's will then have a proper hearing.

Selectmen Miller made a motion; seconded by Selectmen Kimberly Stacey-Horn. All in favor. Approved and Signed.

**E. Public Hearing Road Committee/Commissioners Ballot**

The Town Administrator asked the Selectmen if it was still their instruction to prepare an order to be voted upon by secret ballot on June 18th the duties of the Road Committee and the Road Commissioners job descriptions? This is the same day all other elected seats will be voted upon.

The Town Administrator explained that in preparation of an order for the secret ballot, the order has to be signed on the 9<sup>th</sup> and the Selectmen must pick a public hearing date. Mrs. Roux further instructed that the Town Meeting is scheduled for June 22, 2019 at 8 am, making the elections and thus secret ballot date June 18, 2019 with those polls open from 8 am to 8 pm.

Mrs. Roux further explained that the date for the public hearing should be sometime by end of April or 1st of May. The Town Administrator recommended it be done sooner in case anyone convinces the Selectmen

to make a lot of major changes to the ordinance and the need for a second public hearing will ensue. With that in mind, Mrs. Roux recommended April 22nd at 7 pm. Scheduling this date, the Town Administrator reminded the Selectmen that the 2 pertinent documents will need to be finalized. Selectmen Walsh asked Warrant & Finance whether they typically meet on Mondays? They do not have any meetings scheduled currently for April 22, 2019. The Town Administrator will tentatively schedule the public hearing for April 22, 2019 at 7 pm and prepare an order for the Selectmen to sign.

**6. PUBLIC COMMENT:**

Dennis Long approached the Board about the job description for the Road Commissioners. Mr. Long wanted to be VERY clear that the Road Committee has not seen this referred to document at all and neither has the Warrant & Finance Committee. He further commented that this document was a citizen's thing, whereas a couple of people got together and they drafted a job description for a Road Commissioner and it was in the form of an ordinance. Mr. Long presented said document for the Selectmen to review and utilize if they were so inclined. The Town Administrator asked that a copy be sent to her electronically so that parts and pieces could be used; answer was not available electronically.

Joyce Bakshi approached the Board regarding the Recreation Departments inclination to use the unused Public Safety Building as a Community Center. Mrs. Bakshi wanted to plug that having a Community Center would be a good thing.

Rollin Waterhouse approached the Board in support of turning the unused Public Safety Building into a Community Center and getting rid of the current Fitness Center to open the lot for parking.

**7. ANNOUNCEMENTS:**

- Meetings are on the website
- Baseball Sign ups Due 03/28/2019
- "Caring for the Cashin's" Bean Supper, Friday, March 29, 2019 from 4 to 7 pm. Raffle for Sheepskins are \$5.00 per ticket. The Town Administrator is looking for volunteers to serve and take care of the raffle tables; clean up crews are also important and needed. Monetary donations are welcome. 100% of proceeds will go to the Cashins.
- The Library is hosting their first of 4 Water Series talks about eels tomorrow, March 20, 2019 at 2 pm at the Wakefield Opera House.

**8. MEMBERS PRESENT:**

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

**9. OTHERS PRESENT:**

Mrs. Judie Shain, Mr. Peter Horn, Mrs. Michele Rumney, Mr. John Ross, Mrs. Joyce Bakshi, Mrs. Susan Meehan, Mr. Brendan Meehan, Mrs. Karen Oliver, Mr. Dennis Long, and Mr. Rollin Waterhouse