

**SELECTMEN'S MEETING**  
**September 12, 2017**

Elise Miller opened the meeting by explaining that the Board has received a variety of suggestions and recommendations over the last few weeks. While the Board is thankful for those, they all can not be utilized in Acton. Posting of the agendas' in advance and bylaws are subjects that the Board are not going to pursue at this time. The Board did however put together guidelines as to how their 5pm meetings will run. Mrs. Miller went on to say, the role of the Board of Selectmen is primarily to oversee the many departments, personnel and finances of the Town. The Selectmen are confident in the Department Heads who are in each of their various positions. Although the Board is always willing to hear concerns, it's also very important that the Board allows their Department Heads to do their specific job, first, as they are trained and certified in that area.

Ed Walsh read the following statement:

**Board of Selectmen Meetings -**

Procedures

Every meeting will start with a salute to the American Flag.

The agenda, which is prepared by the Town Administrator, will be discussed to approve, any Selectman may make a motion to add or remove items. Persons wanting to be on the agenda, must either speak under public comment, for a maximum of 2 minutes, or notify Jennifer no later than 12noon of that Tuesday.

Minutes from the prior meeting, if available will be discussed to approve or amend. The Town Administrator sends these to the Board in advance in an effort to save time and allow for any corrections.

Below please find an outline of how the Board of Selectmen meetings are run each week. Although the Board strives to follow this guideline weekly, be advised situations may occur in which it needs to be changed without notice.

**Department Head / Committee Chair Updates:**

This is an area where any Department Head or Committee Chair who wants to speak to the Board may do so. You must notify the Town Administrator in advance if you're Dept/Board/Committee will be represented. Otherwise, public comment is always an option. Public comment is not allowed during the department head or committee chairs update section of the meeting.

**Old Business:**

Items under old business are still being worked on. These are important matters that the Board leaves on the agenda until they are resolved, so not to be overlooked. Essentially all new business, not completed will move up to old business the following week. Also, items brought to the Board's attention that they feel needs follow-up and instruction is given to the Town Administrator will be placed under old business for an update the next week. Public comment is not allowed during the old business portion of the meeting.

**New Business:**

Items that the Board are discussing for the first time, are placed on the agenda per any Board Member's request or by the Town Administrator. A majority of these new items come from the current week's daily activities and the Board is hearing about them for the first time at said meeting. If possible, or lengthy, or an

emergency, the Town Administrator may email the Board supporting documents in advance. Public comment is not allowed during the new business portion of the meeting.

Kimberly Stacey-Horn read the following statement:

**Public Comment:**

This is a time when anyone from the public can address the Board, by approaching the podium and stating their name. This time is designated for any concerns, complaints, or compliments. Please take note however, the Board will not tolerate name calling, swearing, or direct insults to a specific employee or person, these situations must be dealt in a different manner, perhaps an executive session. If you are unclear if your subject matter is allowable, please speak to any Selectman or the Town Administrator in advance. Also all comments and/or questions must be addressed to the Board of Selectmen, only.

**Announcements:**

Any upcoming events that the Board or Town Administrator are aware of will be placed under this section, until expired. If you have an upcoming event, please contact Jennifer to get it on our announcements.

**Meetings:**

Based on the Freedom of Information law, all meetings must be posted and advertised a minimum of 7 days in advance, unless deemed an emergency. The Board uses the Town's website, Town's cable channel 26, and weekly agenda to meet that requirement. All meetings will be filmed and aired as well.

**Executive Session If Necessary:**

The Board of Selectmen will follow Maine State Statute Title 1, Chapter 13, Subchapter 1, Section 405 (See below after closing statement)

**Conclusion**

At the conclusion of the Board of Selectmen's meeting, we ask you to respect that the meeting is over, and exit the hall. If you still have items you would like to discuss, that are non-emergency, please contact the Selectmen or Town Administrator on the next business day. Thank you for your cooperation.

**1. APPROVAL OF AGENDA:** Ed Walsh made a motion to approve the agenda, seconded by Kimberly Stacy-Horn. Motion passed.

**2. MINUTES OF LAST MEETING:** Edward Walsh made a motion to approve the minutes from August 22 and August 29, seconded by Kimberly Stacy-Horn. Motion passed.

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

Elise Miller stated she attended the Fire Dept monthly meeting and they are working on the motor vehicle check forms.

**4. OLD BUSINESS:**

A. Maintenance / Zoning

The Town Administrator indicated that the CEO sent out another 6 letters. She also wanted to clarify with the Board that Wednesday's are only to be spent on violations. If violators come in any other day then he will address them, but he will only answer questions on Wednesday's regarding violations. The Board agreed.

B. Motor Vehicle Checks

Pending.

C. Deputy Vehicle

Deputy vehicle is currently being worked on and all equipment is being transferred over.

D. Meeting Room Walkway

Walkway is about done, Mr. Winchell will be working on the pavement piece of it soon and the railings will go up.

E. Doors/Lights

The electrician completed the wiring of the new doors and replaced the "exit" lights.

F. Rt. 109 Update

The Town Administrator reviewed what the Town has done in regards to trying to slow down traffic on Rt 109. Additionally, DOT and CMP are cutting trees to help visibility.

G. Office Assistant position

Resumes are being reviewed and interviews scheduled.

H. Road Committee Survey

The Road Commissioners are still working on their proposed changes.

5. **NEW BUSINESS:**

A. Letter to Department of Transportation

Kim Stacey-Horn read a letter drafted to Tim Soucie regarding the speed near 57 Route 109, and requesting a speed survey.

B. Three Rivers Land Trust money

Jennifer Roux recapped the process so far on Goat Hill and the proposed parking lot. The Federal Government will only reimburse this project from the grant money if an RFP was sent out and the low bidder is awarded the project, unless the Town can prove they are not capable of performing said job. Three Rivers would like to give the Town of Acton \$10,000 for the project to be reimbursed when grant money comes in. Attorney Morin drafted a letter for the Town of Acton and Three Rivers which was read aloud, it is his opinion we could accept the gift and reimburse if and when the grant comes in.

C. Town Report Letters Due

Deadline to submit letters is October 6, 2017.

D. Catering Application

Grand Opening Town Square Reality - September 27; catered by Above and Beyond, application signed.

E. Animal Control Appointments

Wayne Ham was appointed ACO until June 30, 2018; Robin Ham was appointed Deputy ACO until June 30, 2018.

F. Special Town Meeting

Elise Miller indicated that she would like to wait and see what happens with the marijuana hearing before she schedules a STM.

6. **PUBLIC COMMENT:**

Lois Michaud thanked everyone who stopped by for the quilt display last week.

Lois Michaud inquired if the new ramp was going to be ADA compliant and the Town Administrator assured her that the CEO was working closely with the contractors and it would.

Cindy Hart feels like the Road Committee should be able to help and be involved in the survey, the Board instructed the Town Administrator to get them the survey.

Michael Macrum asked for clarification as to why the Road Committee is meeting after the Board asked them not too. Elise replied that they are elected and have the right to call a meeting.

Karen McManus stated that she is appreciative that the CEO is working towards dealing with some of the complaints in town but feels like if it's quiet on another day he should be able to answer a question or at least post a sign saying he won't.

Jim Driscoll thanked the Board for all they do and for being so professional week after week.

**7. ANNOUNCEMENTS:**

- A. Mary Grant Potluck Picnic September 17 - 1:00pm
- B. Applefest / 5K September 30 - 9:00am
- C. ZBA/Rec/Cemetery Openings

**8. UPCOMING MEETINGS:**

- A. Planning Board September 21 - 7:00pm
- B. Road Committee September 12 - 6:00pm
- C. Informational Meeting - Marijuana September 19 - 6:00pm
- D. Forest / Conservation September 19 - 7:00pm
- E. Recreation Committee September 21 - 7:00pm
- F. Planning Board September 21 - 7:00pm
- G. Warrant and Finance Committee - 6:00pm
- H. Auditor Meeting w/ BOS - September 26 - 6:00pm
- I. Cemetery Committee - September 28 - 5pm

**9. MEMBERS PRESENT:** Elise Miller, Ed Walsh, Kim Stacey-Horn

10. **OTHERS PRESENT:** Eric Dewalgna, Jennifer Roux, Jim Driscoll, Cindy Hart, Brendan Meehan, Susan Meehan, Dennis Long, Joe Ruma, Richard Nass