



BOARD OF SELECTMEN

Meeting Minutes

Wednesday, January 8, 2019

6:00 PM

ROOM 204, ACTON TOWN HALL, 472 MAIN STREET

Present: Joan Gardner, Jon Benson, Dean Charter, Peter J. Berry, David Martin

Absent: None

Ms. Gardner called the meeting to order at 6:00 PM Mr. Mangiaratti made opening remarks.

I. Budget Workshop

- Veterans Services – James MacRae
10% is decided on by 4 hours in Boxborough – no further questions
- Acton Memorial Library – Danielle Savin, Megan
Asking for increase of 1.05% due to increase in usage
There was a question on the increase in miscellaneous line
No further questions
- Council on Aging – Sharon Mercurio
Senior population is over 5000 – increase in usage asking for increase of 1% for
Minuteman Senior Services to restore annual assessments transportation added 2K for
special trips for the Senior Center
Request to have the numbers updated for the 2021 budget line item
No further questions
- West Acton Library – Jennifer Friedman
Question about circulating old books to main library – JF doesn't sell books until they are
about 8-10 years old and the main library does not want them.
No further questions.
- Nursing – Heather York
Public health covers the flu clinics, Impact testing, and medical supplies. Home Care was
recognized as home care elite 2018, 23% in admissions
Question about revenue in the program – get reimbursed by Medicare
Question on concussion protocol with the school and if the school is on scene if there is an
injury – the school treats the student, the Nursing Services only administers the Impact
Testing and comparisons.
What is estimate on home health – \$123,000
Home visits has everyone that has requested a home visit get a home visit – unaware of
turning people away but will confirm that.
**Question on general liability and who the supplier – through a group called Prospect and will
find out why there is an increase in premiums.**
No further questions.
- Human Resources – Marianne Fleckner



Budget is decreased. Senior Work program is successful. Increase on hourly rate to \$15/hr and up to 110 hours.

How many senior workers – 35-40 good portion that don't work the entire hours

Why large upside in 2019 to have the budget go up – personnel vacancy that has been filled

No further questions.

- Emergency Management – Mark Hald

No further questions

- Information Technology – Mark Hald

Increase in adding more domains, social media software, digital signage, lease of fiber optic network, Comcast license

How long will contract with fiber option contract last – about 10 years and just starting to get into it

Has cost of cyber security increased over the year – archiving cost has not changed, email accounts will be a new expense putting more people into the email system

What is increase in salary – will have to get back to Christina (FC)

No further questions

- Town Meeting – Mark Hald

Change in equipment rental that is now in contractual services – increasing clickers that we own (1700) funding in rental now contractual.

No further questions

- Public Works – Corey York and Carl Maria

- Highway

Question how much does a snow storm cost – that amount is difficult to predict

Questioned on contracted plows – 14 contractual services

Question if should put in more for OT and less for contractual service – in house for use during storm, clean-up is contracted

Question for a request for an organizational chart

- Transfer Station and Recycling

Question on large line items under recycling – a large PO is created and use several different vendors to pay off and close PO – money could be left over

- Engineering

No further questions

- Public Facilities – Andrea Ristine

Need slides

Asa Parlin abate complete – yes and was around 50K, funding still available for 250K and RFP is going out in the spring for design

No further questions

- Town Manager – John Mangiaratti

- Green Advisory/Commission on Disabilities

No further questions

- Transportation – Austin Cyganiewicz



Ridership increased, shifting resources to on-demand services, continuing on-demand services, but adding micro-transit partnering with Uber and Lift via a community compact grant

No further questions.

- Land Use & Economic Development – Matthew Selby
Selby presented the Land Use Division budget report
 - Building – Frank Ramsbottom
 - Planning/Zoning Board of Appeals – Roland Bartl
 - Health – Sheryl Ball
 - Natural Resources/Cemetery/Celebrations – Tom Tidman
 - Recreation – Melissa Rier

No further questions

- Fire – Robert Hart

When will be tapping the market for the funding of the bonding – JSM as soon as possible. Steve B – looking at 30 year bonding in March. Plan to cover short term debt and bond for 30 years.

Command car would be a hybrid like PD – will look at that, but command car need to carry a lot of equipment but need a vehicle that suits the FD needs.

Question about cost savings going ALS vs. using another service - Subsidy for FY21 is down 151 from 181K.

Question about having a 5-10 year plan taking care of the current 3 fire station – not part of the 5 year plan and will have to look at that. Have made significant improvements with the current fire station and don't need to renovate all 3 but will inform the FC in the next 5 years.

Question about personnel what needs are expected in the next 5 years – chief has asked for personnel for the last 5 years looking at various was to increase staffing over the next 5 years just not able to have it this year. Looking at alternative ways to add personnel. Dispatch Center is the maintenance going increase – looking to replace the CAD system and reaching end of life and looking for the fire alarm fund to increase.

No further questions

- Police – Rich Burrows

Difference in regular perm and professional salaries – regular perm are the contractual obligations – new patrol officers, and professional salaries are the Lieutenants, Capt. and Chief, Deputy chief

- Dispatch
- Animal Control

No further questions

- Finance – Steve Barrett

- Town Clerk/Elections – Eva Szkaradek

No further questions.

Early voting for primary in March and in November

Question is there will there be an increase in fee schedule every 5 years – good question and will look into it

- Accounting – Lisa Wojick



- No further questions
- Assessor – Brian McMullen
 - \$5b property valuations; help senior populations
 - Home values assessed last year – average single family sales have gone up FY17 to FY18
- Professional Services will we need all the money – 74K is the certification values happening now – it will occur next fall and all money will be spent.
- Finance Director – Steve Barrett
 - Continue to introduce online services
- Middlesex County Retirement assume the plan is underfunded and that is the reason the price is going up – 1/3 – 2/3rd is from people that have not retire yet – 5%ers are getting out of the system (compared what is taken out of current employees)
- Question on supplies you come over budget why now a decrease in budget supplies – postage can be volatile with increase/decrease in mailings but doesn't have a very good answer for that question.
- Question about increase in claims – have a claim adjuster train staff quarterly at department staff meetings to decrease our insurance costs.
- Will get the debt schedule to the Fin Com.
- Question if Acton can get out of Middlesex and go to state plan – might be something to explore.
- Question of other towns have their own retirement system – would look into that.
- Tax Collector
 - No further questions

Mr. Charter moves to adjourn, Mr. Berry seconds. The Board voted 4-0 (Mr. Benson left at 7:30 PM)
Meeting adjourned at 8:25 PM.