

TOWN OF ACTON SELECT BOARD MEETING

July 20, 2022

6:00pm

1. **CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**
2. **WARRANTS/BILLS: Signed**
3. **APPROVAL OF AGENDA: A motion was made by David Winchell Jr. to approve the Agenda. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.**
4. **MINUTES OF LAST MEETING: Tabled**
5. **TOWN ADMINISTRATOR WEEKLY UPDATE : None**

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

A. **Code Enforcement Officer:**

Jason Sevigny presented an introduction to the Code Enforcement Portal from the I Works Company. This will allow computer access to permits, applications, complaints, and inquiries made by residents and contractors. A fee schedule is available along with all aspects of the building process including inspection results. This will add to the transparency of the Code Enforcement process. David Winchell Jr. stated he was happy to see the program being utilized and Tom McGurty thanked Jason for setting up the program for use.

7. **OLD BUSINESS**

A. **CEO Complaint Policy:** Jason Sevigny is working on a form to record any complaints, queries, and inquiries. These are all available as public record under the Maine Freedom of Information Act.

Ray Lopez asked how it will be differentiated between a complaint or an inquiry.

Jason stated that the complaint/inquiry form was public knowledge if someone asked who made the complaint/inquiry. Tom McGurty stated that that was the title of the form and was just the language that was used on the form.

Mrs. Lopez asked how this could be public knowledge? David Winchell Jr. replied that this was not a new practice, if someone inquires who made the complaint/inquiry a disclosure is required by law under the Freedom of Information Act.

B. **Rec Parking Lot CEO Update:** The Rec Parking lot site review is being done according to the Town Ordinances. The lot will be gravel. There will be enough room for emergency services to enter and turn around. Town projects follow Town Ordinances. David Winchell Jr. stated that the slope of the lot and drainage is according to Town Policy. Jason Sevigny stated the project is consistent with zoning requirement, resource protection and abutter buffer zone. The project will follow ordinance policy.

D. **New Bridge Fence:** The Town Administrator reported that the resident on New Bridge Road was sent a certified letter regarding the fence. He is to come to the Town Hall to sign the waiver and have it notarized.

E. **Roofing RFP:** The Town Administrator has written an RFP for the roofing project for the Town Shed.

F. **Rec Parking Lot:** Further discussion on this subject is tabled.

G. **Town Hall Water:** The Town Administrator reported that several companies have been contacted inviting bids.

H. **Agenda Policy:** The Select Board reserves the right to deny any agenda item submitted. Chief Rick Smith asked if the Agenda policy pertains to emergency items. David Winchell Jr. stated that the Select Board could break policy for any emergency reason.

I. Petition Policy: MMA stated that they were Town Counsel and if the Select Board presented a petition they could change and or correct the wording of the petition to create a legally worded document. The Town Administrator stated that she would reach out and relay the response to the petition writers. A Public Hearing will be held to gather input from the residents.

Ray Lopez asked how MMA could be used to put a petition forward. David Winchell Jr. replied that the petition would go through the Select Board to have the petition written in the correct legal language.

J. County Road: The Town Administrator stated that this was put on the Agenda because after last weeks meeting she contacted Sheriff King to inquire how this posting could be enforced. The Sheriff stated he would refer this matter to another person who was informed in this enforcement because the Town would have to inform Deputy Sanborn how this would be enforced. David Winchell Jr. stated that County Road matter would be tabled for now.

K. Town Report: Tom McGurty inquired as to when the Town could expect the Auditor's Report. The Town Administrator noted that last year the audit was ready in November 2021. Tom McGurty asked to schedule the annual report to be published by October 31, 2022. The Department Head reports deadline is set for August 12, 2022.

8. NEW BUSINESS

A. Hazard Mitigation Plan: Chief Smith asked that the Mitigation Plan be signed so that any County EMA, State EMA, and FEMA projects could be submitted for funds for reimbursements following any natural disaster. He stated it was a boiler plate document and every town in the County signs it.

A motion was made by David Winchell Jr. to approve the Hazard Mitigation Plan. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

B. Fire Dept Fees: Chief Smith presented a request to adjust fees and numbers for a Mass Gathering Ordinance regarding the payment for Fire and EMS coverage at gatherings. The current rates were set in 2020. David Winchell Jr. stated that perhaps for the currently scheduled fees and the change to a day rate or a half day rate with a half day minimum. Chief Smith is concerned that the Town should be able to recover all of the Town's cost when doing coverage. He stated that he follows NFPA regulations.

C. Appointments: The Town Administrator read the Mary Grant Committee appointees: Daniel Krampetz, Richard Neal, Linda Leck, Don Kearney, Tammy Krampetz, Virginia Debeer, Kelly Collins.

A motion was made by David Winchell Jr. to approve the Appointees as read. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

9. PUBLIC COMMENT:

Ray Lopez inquired if the Rec Parking Lot will have hot top or just crushed gravel. David Winchell Jr. replied it would be a gravel lot.

John Ross, Acton School Principal, reported that Summer School is underway and the 40 children are participating. The program is for four weeks, Monday thru Thursday.

Robin Ham reported that the chipping was done at the Transfer Station and the Town Shed.

Rick Smith reported that the Acton Generator, previously stored at the Smith residence has been moved back to the Town Shed.

10. ANNOUNCEMENTS

Wednesday, July 20 Select Board 6:00pm

Thursday, July 21 Planning Board 6:00pm

Monday, July 25 Road Committee 6:00pm

Wednesday, July 27 Select Board Joint Workshop w/ Shapleigh 9:00am

Wednesday, July 27 Select Board 6:00pm

Thursday, July 28 Rec Committee 5:00pm

11. **MEMBERS PRESENT:** Tom McGurty, David Winchell Jr. Kimberly Stacey-Horn.
12. **ATTENDANCE:** Ray Lopez, Debra Lopez, John Ross, Robin Ham, Rick Smith, Jason Sevigny,