

TOWN OF ACTON SELECT BOARD MEETING

August 3, 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 Stacy-Horn seconded the motion. All in favor, motion carried 3-0.

4. MINUTES OF LAST MEETINGS

07/13/2022: A motion was made by Tom McGurty to approve the Minutes of 7/13/2022. Kimberly Stacy-Horn seconded the motion. All in favor, motion carried 3-0.

07/20/2022: A motion was made by David Winchell Jr. to approve the Minutes of 7/20/2022. Kimberly Stacy-Horn seconded the motion. All in favor, motion carried 3-0.

07/27/2022: A motion was made by Kimberly Stacy-Horn to approve the Minutes of 7/27/2022. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.

5. TOWN ADMINISTRATOR WEEKLY UPDATES:

- The Town Administrator reported that the Mousam Lake Regional Association sent a letter of thanks to the Town and Select Board for the use of the Election Hall for the presentation of the Safe Boating Class which will be a required class as of 2024.
- The Rolling Thunder Motorcycle Club has sent an invitation to the Select Board to attend the September 24, 2022, dedication of the MIA Monument at the Southern Maine Veteran's Cemetery on Stanley Road.
- The monthly Sheriff's Report reported that there was a reckless conduct violation, a violation of protection, and a domestic violence incident.
- The Tax Commitment Workshop was scheduled for Tuesday, August 23, 2022, to determine the tax rate. The Select Board Meeting for August 24, 2022, would be cancelled.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. Fire Chief Rick Smith announced that he had been promoted at his full time job and would no longer be able to fulfill his duties as the Acton Fire Department Chief. He would assume his new duties later this month. He has been Fire Chief for three years as of November 1st, and has enjoyed working with the Department. He would like to remain as an active member of the Fire Department. He will assist with the process according to the Ordinance to seek out a new Fire Chief. The Select Board thanked him for his service to the Town.

B. Dan Krampetz reported that he had been elected Chair of The Mary Grant Committee. He reported that at the Committee meeting the committee set a date of September 10, 2022, for a Town wide Picnic/Barbeque, bring your own food event will be held at the Mary Grant Preserve. Also, on October 23, a pumpkin decorating event will take place with the Rec., and in the winter a snowman building event will be held.

C. Will Langley, District 1, reported that the work is being done on West Shore Drive in advance of the paving project. He also reported that he has repaired washouts on Acton Ridge Road, H Road, and Mann Road due to the recent storms. He also reported that Carroll was going to ride the roads with him to determine the amount and cost of the materials that will be needed for road maintenance.

7. LIASION UPDATES

Tom

Tom will meet with the Chairs of the Warrant & Finance Committee and the Capital Improvement Committee next week.

The Transfer Station, Fire Department: No report

Kim

Recreational Committee: Kim reported that she has met with Samantha Singleton and the local Brownies will have a food Drive on September 4, 2022, from 9 to 1 pm. The Ice Cone Truck will be present.

Also Fairfield Farms has partnered with the Rec for a fund raiser to sell Fall Mums with preorders delivered on September 24, 2022. The cost would be \$9.00 a plant with \$4.75 going to the Rec.

Kim also said the permit for the Rec parking lot is underway and she will procure the pole number.

The School and Cemetery Committees will meet later. Kim will meet with APAT next week.

David

The Roads & Road Committee is still waiting on the West Shore Drive plans.

He met with Code Enforcement and Land Use regarding the Land Use Secretary position.

The Mary Grant Committee meeting was reported on by Dan Krampetz.

The Conservation / Forest Committee has not met yet.

7. OLD BUSINESS

A. CEO Complaint/Inquiry Form: Jason Sevigny reported that he has finalized the form incorporating changes recommended.

B. CEO Policy: The Policy will be presented at the next meeting for the Select Board's approval.

8. NEW BUSINESS

A. Mass Gathering Permit Update: The Form is outdated. David Winchell Jr. reported that there was a major traffic problem at last weekend's Renaissance Faire and a better traffic control plan needs to be developed. The number that constitutes a Mass Gathering needs to be revised. Tom McGurty asked if the admission count from the Faire could be obtained and reviewed.

B. Appointment: **A motion was made by David Winchell Jr. to approve the Appointment of James Driscoll to the Cemetery Committee. Kimberly Stacy-Horn seconded the motion. All in favor, motion carried 3-0.**

C. Executive Session 405 6 A. 1 Personnel Matter - Land Use Secretary:

A motion was made by Kimberly Stacy-Horn to enter Executive Session. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.

A motion was made by Kimberly Stacy-Horn to exit Executive Session. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.

Jason Sevigny thanked everyone for the process of choosing a receptionist for the Code Enforcement Office and he would like to accept Candidate A as a good fit for the position. He stated, "After interviewing the applicants for the Land Use Secretary position, I want to thank every one that applied. I'd also like to acknowledge that the chosen Candidate is a receptionist that will be performing secretarial duties in my department. Although all the candidates had strong qualities that made them stand out, I would recommend Candidate A to the Select Board. This person had impressive office skills and excelled in their listening and communication skills. During the interview process, additionally, I believe the personality portrayed by this individual would suit the office and my current work environment. Lastly, I believe Candidate A would be able to learn and grow with me at my pace. In addition to these attributes, Candidate A comes with a strong letter of recommendation from a neighboring Municipal leader."

A motion was made by Kimberly Stacy-Horn to approve Candidate A for the position. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.

9. PUBLIC COMMENT:

Bernard Broder spoke regarding the timeline for the process to write a Warrant Article regarding the transition from the Town Meeting to the Written Ballot at the November election.

The Town Administrator stated that the process and correct timeline would be a public informational meeting on August 17, 2022, and on September 2, 2022, 45 days before the election for the Select Board to sign the order, and 30 days before the November 8th election hold a Public Hearing.

Bernard Broder also spoke on the correct procedures to recognize speakers to be observed during a Select Board Meeting. He believes that this is a more constructive way to conduct a meeting.

10. PENDING:

- A. Roofing RFP - *August 10, 2022*: Adam Doliber is the liason
- B. Town Report Letters due - *August 12, 2022*
- C. Town Hall Water RFP - *August 17, 2022*: Two bids have been received
- D. New Bridge Fence - *Awaiting Owner Signature*
- E. Rec. Parking Lot - *Awaiting Driveway Permit*: Kimberly Stacey-Horn has started on the Application.
- F. Siding - *Thursday, August 4, 2022*

10. ANNOUNCEMENTS

- August 4, 2022 Planning Board 6:00pm
- August 8, 2022 Forest / Conservation 6:00pm
- August 10, 2022 Select Board 6:00pm
- August 17, 2022 Select Board 6:00pm
- August 18, 2022 Planning Board 7:00pm
- August 21, 2022 Rec Committee 9:00am
- August 24, 2022 Select Board 6:00pm
- August 31, 2022 Select Board 6:00pm

A motion was made by David Winchell Jr. to Adjourn the Meeting. Kimberly Stacy-Horn seconded the motion. All in favor, motion carried 3-0.

11. MEMBERS PRESENT: Tom McGurty, David Winchell, Jr. Kimberly Stacy-Horn

12. ATTENDANCE : Rick Smith, Jason Sevigny, Bernard Broder, Dan Krampetz