

# TOWN OF ACTON SELECT BOARD MEETING

November 30, 2022

6:00pm

1. **CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**
2. **WARRANTS/BILLS: Signed**
3. **APPROVAL OF AGENDA: Kimberly Stacey-Horn made a motion to approve the agenda, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**
4. **MINUTES OF LAST MEETING: Kimberly Stacey-Horn made a motion to approve the minutes of October 26, 2022, November 2, 2022, and November 16, 2022. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**
5. **TOWN ADMINISTRATOR WEEKLY UPDATES:**
  - The Planning Board will be having a Public Hearing on December 15, 2022 for Lakeside Storage, conditional use permit, at 55 Red Gate Lane.
  - The Town Offices and the Transfer Station will be closed so that all employees will attend a State required training regarding the Personnel Policy of Sexual Harassment. The Insurance Company will also be presenting a program regarding the new Insurance policies.
  - Regarding the Website RFP, the Town Administrator requests permission to extend the RFP deadline to December 21, 2022. It requires extensive time to develop a trial website – companies have requested more time.
  - A request was made from the Warrant and Finance committee for a budget versus a detailed report, including all lines of the budget, what was budgeted, the amount that has been expended so far, wages, benefits paid to date for each employee, including stipend positions, a wage survey from Maine Municipal, including job descriptions for all in Town employees, the number of people that have insurance and the total cost.

Tom McGurty replied that the Town is behind in our accounting and don't have an audit to share, so we don't have our carry forward balances. So, we are not going to be able to provide that information before your next meeting. The Warrant and Finance meeting will be on December 13, 2022, Tom will come to the meeting and explain and get the information needed.
  - The Select Board will plan to meet every week in December.
  - The Auditor will meet by Zoom meeting with David Winchell, Jr. and the Town Administrator.
  - There is an opportunity for TRIO training for a budgetary module and information on how to get reports, financial statements, and information. There will be a four hour training, travel and mileage for \$1490. The training cost is \$800. travel and mileage is from Bangor. The Town Administrator, the Treasurer, and the Select Board will attend. The Town Administrator requests permission to sign up and permission was given.
  - Kimberly Stacey-Horn was asked how a five member Select Board would be put into place. The Town Administrator consulted with Legal Counsel and the response was that the Select Board would INCREASE OVER THE NEXT TWO YEARS. In 2023 two Select Board persons will be elected. 2024 two select Board persons will be elected; in 2025 one Select Board person will be elected, continuing with three year terms.

A Public Comment by Rollin Waterhouse was concerning how many persons would be elected at a time. The answer was in June would be two seats on the ballot. In the event of a four person Board, and a vote ends in a tie, the tie vote would fail.

6. **DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES: None**

7. **LIAISON UPDATES**

Tom - Warrant & Finance Committee: Will attend 12/13 meeting

Transfer Station: Reported that there were 2 fires on Tuesday and Wednesday due to possible spontaneous combustion in a leaf pile.

Fire Department: Meeting with Chief Wayne ham on 12/14

Capital Improvement: Meeting was cancelled due to illness

Kim - Recreational Committee: The parking lot permit has been received. Basketball and cheering will be starting. The Tree lighting will be on 12/3. A new liner will be procured for the skating rink.

School: Meeting next week

APAT: No report

Cemetery Committee: Meeting next week

David - Roads & Road Committee: Mr. Foster, the Bridge Ranger met with the committee on Monday. He stated that after examination, the Canal Bridge is safe and meets the standards. There are no further issues. The guardrails are fine and safe at the current speed limit of 35 miles per hour. The Hopper Road Bridge was inspected. The underside of the bridge is not in need of repair or replacement. The top of the bridge could use the tar to be scraped up, and the cement exposed to see if the cement is stable. The bridge will need repair in the future, but it will be expensive. It is a 55 foot long bridge and will require road work. New Hampshire should participate in the repair of the bridge. Money should be put away to build a reserve, put aside for about five or six years. Tom McGurty asked if the State would appropriate money. The State of New Hampshire may be taking out the dams on the river. The Capital Planning Committee could be involved. Warrant articles could fund the project.

Regarding West Shore Drive, Maureen, the engineer from Ransom, stated the GPS work is being started and the DEP has deferred all inquiries to the Army Corps of Engineers and the Department of Inland Fisheries.

Code Enforcement and Land Use: New assistant may be appointed after the Executive Session.

Mary Grant Committee: No report

Conservation / Forest Committee: Job description was given to committee members; there will be a meeting with the town forester.

8. **OLD BUSINESS**

A. Town Hall Water Bid: Dunbar Water gave an estimate of \$4300.00 within 10% for the water resolution system.

**Kimberly Stacey-Horn made a motion to accept the proposal of Dunbar Water Division of Dead River Company, not to exceed 110% of \$4300, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.** The Town Administrator will contact the liaison.

B. **Transfer Station Trailer Box Purchase:** The Town Administrator reported that Robin Ham, Transfer station Superintendent brought to her, three written bids for the purchase of a forty foot trailer box from Container one. The lowest bid was the one preferred at a price of \$4571.00. Because it would be a municipality purchase, there would be a net 30 day account and if the bid was prepaid, there would be a 2% discount bringing the total down to \$4479.58, as savings of \$91.42. There is a one year warranty on the trailer. There is no provision for disposal of the old trailer. The issue is tabled until next week.

C. **Personnel Policy:** The Personnel Policy has been amended in 3 areas:

- The time sheet due time is permanently moved to 10:00 am on Monday
- The treasurer position is a 40 hour a week position to account for PTO earned
- Health insurance will be available to new qualifying employees after sixty days of employment.

Any employee who is eligible for health insurance per this policy and declines coverage, the Town of Acton will pay 100% of the plans offered life insurance for the value of the employee's current yearly salary.

**Kimberly Stacey-Horn made a motion to approve the amendments and changes to the Personal Policy as written. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

Tom McGurty stated that the Town should also investigate the health trust disability policy and the benefits cost and town and employee contributions.

D. **Rec Driveway Permit:** Received

## 9. **NEW BUSINESS**

A. **Open Facility Assessment R.F.P's:** Two RFP bids were returned. One was from Bureau Venice and one from TRC in Scarborough, Maine. The Select Board will look these over and discuss at a later date.

B. **YCSD Contract Update:** The Contract was viewed by both the Acton and Shapleigh Select Boards. The corrections, additions and amendments added by the Towns and attorneys were struck out by the County Sherriff. The current contract expires in December of 2022. The new contract will be signed, for one year of service and other law enforcement coverage alternatives will be explored during this year.

C. **Abatement / Supplements:** During the reevaluation process some homes were discovered to have been built without correct or complete permitting. The properties of Jeffery Boyd and John Herrick were incorrectly billed.

**Kimberly Stacey-Horn made a motion to abate the tax bill to Jeffery Boyd in the amount of \$513.46, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

**Kimberly Stacey-Horn made a motion to issue a certificate to supplement the owners of Map 239, lot 10, in the amount of \$513. 46. David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

D. **Deputy Fire Chief Appointments:**

**David Winchell, Jr. made a motion to appoint Rick Smith and Adam Small to the position of Deputy Fire Chiefs. Kimberley Stacey-Horn seconded the motion. All in favor, motion carried 3-0.**

**E. Emergency Closure Policy:**

The policy was reviewed and maintained as read.

**F. Pole Permit:**

**Kimberly Stacey-Horn made a motion to approve the Pole Permit at 30 Goding Road, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

**G. Civil Engineer R.F.P:**

The Town Administrator drafted an RFP to secure an engineer to oversee the Town's upcoming projects. The select Board will review the draft and will discuss at the next meeting.

**H. Executive Session Personnel - 405 6 A-1**

**Kimberly Stacey-Horn made a motion to move into Executive Session, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

**Kimberly Stacey-Horn made a motion to Come out of Executive Session, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**

- I. Land Use Assistant:** It has been proposed to hire David Riley as the Land Use Assistant at \$22.00 per hour, for 35 to 40 hours per week starting on November 31, 2022. David comes highly recommended.

**Kimberly Stacey-Horn made a motion to appoint David Riley as Land Use Assistant, Tom McGurty seconded the motion. David Winchell, Jr. abstained. Two in favor, motion carried 2-1 abstinence.**

**10. PUBLIC COMMENT**

**11. PENDING**

A. Town Website R.F.P. - 12/21/2022

B. West Shore Drive Culvert

**12. ANNOUNCEMENTS**

December 1, 2022 Planning Board 6:00pm

December 6, 2022 Cemetery Meeting 6:00pm

December 7, 2022 Select Board 6:00pm

December 12, 2022 Capital Improvement 4:30pm

December 12, 2022 Conservation / Forest 6:00pm

December 13, 2022 Warrant and Finance 6:00pm

December 14, 2022 Select Board 6:00pm

December 15, 2022 Planning Board 6:00pm w/Public Hearing Re: Lake Side Storage

December 21, 2022 Select Board 6:00pm

December 28, 2022 Select Board 6:00pm

**13. MEMBERS PRESENT** Tom McGurty, Kim Stacey-Horn, David Winchell Jr.

**14. ATTENDANCE** Joe Ruma, Carol Long, Dennis Long, Rollin Waterhouse