

# TOWN OF ACTON SELECT BOARD MEETING

January 4, 2023

6:00 pm

**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 December 21, 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 VNA sent the Select Board a thank you for the donation made to them.
- The Sheriff report included an arrest via warrant on December 3, an unlawful sexual touching charge, the Deputies participated in the Wreaths Across America program, a Lebanon man was summonsed for stalking in Shapleigh, and in Shapleigh a man was seen taking a metal torpedo shaped object from the woods, he was tracked down and found to be with a catalytic converter.
- Brian Jackson, a firefighter in Acton and Shapleigh suffered a stroke. A benefit spaghetti dinner will be held on January 14, 2023, from 4:30 to 6:00 pm at the Shapleigh Baptist Church.
- The Town Administrator stated that she had received an email from the Chair of the Warrant and Finance Committee requesting a list of all Town employees with names with their perspective hourly rate and pay for each position held. Also, the School budget schedule was requested.
- Dennis Long was told that that list had already been provided. Mr. Long clarified that the Committee wanted a list classified by name and not just position. He also wanted to know what level each paramedic/EMT was classified at. Tom McGurty asked what exactly was the Warrant and Finance Committee was looking for and why this was needed. David Winchell Jr. stated that raises were generally given across the board. Did he need the school employees too? Mr. Long replied the School provides a budget with comparable salaries. Mr. McGurty stated that this year's focus was on the Fire Department. He stated the MMA Salary Survey database was not complete and the Fire Department survey should be done for surrounding towns. David Winchell Jr. stated that the Town would gather information on the going pay rates and base decisions from there.

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

**Joyce Bakshi** reported that she would not be available for the Facility Assessment Presentation on January 11, 2023, and Joe Ruma and Wayne Michaud would be present.

She also inquired when a person who would like to be on the Capital improvement committee would be nominated and was told that the liaison from the Select Board would meet with the prospective candidate next Wednesday, January 11, 2023.

**7. LIAISON UPDATES**

**Tom** - Warrant & Finance Committee: meeting on January 8, 2023

Transfer Station: Meets with Robin Ham regularly

Fire Department, Capital Improvement: no meetings

**Kim** - Recreational Committee: New skating rink liner arrived, new hoops for littles Basketball purchased, David Winchell, Jr. requested the gate to the Rec Area be closed to avoid ruts until the ground freezes.

School: Budget meetings underway

APAT: No meeting

Cemetery Committee: Grave markers were ordered, and old grave was found and will be refurbished.

**David** - Roads & Road Committee: Busy with the recent storm with washouts and trees down, the water crested the road at Milton Mills, 100 yards of rock were added to the washed out area

Code Enforcement and Land Use: Going well

Mary Grant Committee, Conservation / Forest Committee: No meeting

## 8. **OLD BUSINESS**

A. Town / School Budget Timeline:

- The School Budget process will continue as in previous years. The Public Hearing would be on Thursday, April 6, 2023, and a Referendum Election would be in May.

- The Town Meeting Schedule would be:

Town Meeting: Saturday, June 10, 2023

The Election, Tuesday, June 13, 2023

Budget requests due on January 17, 2023

David Winchell, Jr. stated that the departments should request what they need and then discuss an inflation adjustment. Tom McGurty stated that he felt that there were two components to the salary determination: The application of a fair market rate for the position according to what the industry bears and an across the board inflation increase.

Planning Board count of ordinance articles done by February 17, 2023

The ordinances final presentation by March 7, 2023

Meeting of the Select Board and the Warrant and Finance Committee by March 18, 2023

The recommendations of the Warrant and Finance Committee done by May 2, 2023

## 9. **NEW BUSINESS**

A. Land Use Fees: The Land Use Fees document prepared by the CEO was presented to the Select Board. The only increase contemplated would be in the building residential line.

B. Budget Management Policy: Tom McGurty stated that the budget management responsibilities would clarify the roles of the Department Heads including performing evaluations of staff.

C. Executive Session M.R.S.A. 401 1 - A Personnel Issue:

**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.**

**10. PUBLIC COMMENT:**

**Ray Lopez** asked when the Town's Audit would be done. The Town Administrator stated by the end of January, 2023.

Ray Lopez also mentioned that there is erosion on Buzzell Road. David Winchell, Jr. stated he would call the road commissioner, Adam Doliber.

Ray Lopez wanted to know how and when the new Transfer Station Stickers would be available. The Town Administrator replied that they were available now at the Transfer Station and at the Town Office.

**11. PENDING**

A. West Shore Drive Culvert: No news. The engineer has been contacted regarding design and permitting and Tom McGurty asked if a time line for work could be procured to get the project done. The Town Administrator replied that she would be in contact with the engineer and develop the timeline.

B. Facility Assessment Presentation 01/11/2023

C. Civil Engineer R.F.P. 01/18/2023

D. Website Bids - In Review: Six bids received

**12. ANNOUNCEMENTS**

January 5, 2023 Planning Board 6:00pm; Public Hearing

January 9, 2023 Warrant & Finance 6:00pm

January 11, 2023 Select Board 6:00pm

January 18, 2023 Select Board 6:00pm

January 19, 2023 Planning Board 6:00pm

January 23, 2023 Capital Improvement Committee 5:00pm

January 23, 2023 Conservation / Forest Committee 6:30pm

January 25, 2023 Select Board 6:00pm

**Kimberly Stacey-Horn made a motion to adjourn the meeting. David Winchell Jr., seconded the motion. All in favor, motion carried 3-0.**

**13. MEMBERS PRESENT: Tom McGurty, Kimberly Stacey-Horn, and David Winchell, Jr.**

**14. ATTENDANCE: Robin Ham, Ray Lopez, Deborah Lopez, Dennis Long, Joe Ruma, Charles Rydek**