

# **TOWN OF ACTON SELECT BOARD MEETING**

**April 5, 2023**

**6:00pm**

**1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**

**2. WARRANTS/BILLS - Signed**

**3. APPROVAL OF AGENDA**

Selectmen Stacey-Horn made a motion to approve the agenda; seconded by Selectmen Winchell. All in favor.

**4. MINUTES OF LAST MEETING - Tabled**

**5. TOWN ADMINISTRATOR WEEKLY UPDATE**

O'Donnell & Associates want to hold a Workshop with the full Select board to go over their findings and discuss different number options in regards to the percentage that the Board wants to be at as far as 100%. Date selected was Wednesday, April 26 at 3 pm. Once they review this and present the basis of how they came to the numbers for assessed values and what it might mean for the tax rate, then they can start thinking about sending letters out inviting all the property owners know what their old valuation is. There will be hearings for the residents to have a chance to come in one-on-one and meet an assessor to review. Time is needed to get all this done before we commit taxes.

The Town Administrator discussed town hall hours and the positions to be filled.

Discussion of Town Hall hours was brought up. The proposal was to move from 26 hours open to the public to 31 hours open to the public (a 5 hour increase). However, the hours for the staff to work would be Tuesday through Friday (36 hours) due to nine hour days. Those that are grandfathered in 40 hour weeks will come from either planning board meetings twice a month and Board of Selectmen meetings attended to help pick up some of the Administrative work. Proposed start date is May 1st to give residents a month's notice.

A tentative dater has been set for the Town Administrator, Selectmen Winchell and the Road Commissioner Will Langley to meet with the property owners on West Shore Drive in the upcoming week to talk about the temporary road.

Kittredge has completed the plumbing work outside for the water filtration system. H2O has been contacted and will be scheduled to come in in the next two weeks.

York County Sheriff's report was received. The Town Administrator read out the notable happenings in March.

The Town Administrator and Selectman Winchell met with an engineering firm to cost out two projects and get us numbers for this years warrant; Transfer Station work and an opinion on all the roads in Acton - an road assessment,

Selectmen Winchell also discussed a survey with them regarding the building if it comes down and the parking lot.

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

### **A. Transfer Station -**

Superintendent Robin Ham received permission from the Board to post the following information:

No tires will be accepted with rims. Tires will only be accepted in the month of May, maximum of 8 per household. No demo will be accepted over 4 feet long. All gas & diesel must be drained from motors, before they will be accepted. All doors must be removed from refrigerators and freezers. As always the Town of Acton Transfer Station is happy to accept Maine and New Hampshire cans/returnables, copper, brass, aluminum, and electric motors. All of these items are Revenues for the Town.

## **7. LIAISON UPDATES**

Tom:

Met with the Transfer Station and went over some billing and accounting issues.

Kim:

Recreational Committee - baseball signups were extended hoping to get more 5th and 5th graders; Chair signed up with MRPA connecting with other Red teams and grant possibilities; Coupon - 20% off at Dicks for town purchases; soon to work on the parking lot.

School:

Operating budgets are out; public meeting at 6 pm on April 6th to discuss the May 2nd vote on the 23/24 budget

Cemetery Committee:

Met with Warrant & Finance to go over budget.

APAT:

No discussion and asked that a meeting be set up

David:

Town Administrator indicated that the Road Committee sent back an Article 43 application that was incomplete. Mary Grant Committee will do food for Town Meeting.

## **8. OLD BUSINESS:**

### **A. Select Board Proposed Zoning Article -**

Draft was sent to council for review. Mr. Lenkowski thought there might be a different way to achieve what the Board was looking to do. Mr. Lenkowski indicated in his opinion the best approach would be to seek an amendment to the ordinance expanding jurisdiction of the Zoning Board of Appeals who can hear appeals from decisions of the CEO but not from the Planning Board. This would give applicants who felt they have been unfairly treated by the Planning Board a much faster and cheaper alternative remedy than to appear and appeal to Superior Court which is currently their only recourse.

Discussion surrounding timing of this article was had.

### **B. West Shore Culvert Project**

As promised the West Shore Drive is ready to go publicly out to bid. It will be on the town's website by Monday and a notice to contractors is ready to go out. The Town Administrator read aloud some key dates.

Open bid date: April 10, 2023

Mandatory on-site meeting on Wednesday, April 26, 2023 where Ransom will field any questions from that meeting through Noon time on Wednesday May 10, 2023

Responses by Friday, May 19, 2023

Bid Deadline is May 31, 2023

June 1, 2023 looking hard at bids, making recommendations and scheduling a special town meeting to appropriate the remainder of the funds.

Work to be completed right after Labor Day, but no later than October 15, 2023 in order to not disrupt the boating season.

### C. 2023-2024 Budget (Special Requests)

The Board reviewed a list of special projects for consideration on the warrant.

## 9. NEW BUSINESS

### A. Facility Assessment Report

Report has been received and will be posted; Selectmen have not yet fully reviewed.

### B. Warrant and Finance Questions

1. Details on \$20,000 dollar increase on the summer budget.

Mr. Langley responded what was on his list with this detail; it will be shared with W&F

2. Asking for a detail of the public works building of how they are going to spend that money: Details will be shared with W & F by Monday's meeting.

3. Flat Ground Road - why is it still in the budget?

Flat Ground Road is not a town road and has a limited maintenance agreement. This came to town floor as an agreement and is represented and reflected in this material. It was on camp road list; discontinued, lawsuit threatened; it couldn't be proved that the road was being closed. The road wasn't paved. It could be accepted on a contractual agreement for grading, plowing and light ditching. Selectmen. The agreement is to be emailed to the W/F Committee and questions to be directed to Road Liaison.

C. Arnold Murray Email - The Board decided all emails will be posted unless they are asking about a personnel matter. The Town Administrator summarized the email Mr. Murray sent relating to the fact that he doesn't see how it adds any value to the taxpayers to get an engineer involved if you already have RSMS, citing an example whereas a municipality after an RSMS survey committed another \$23 million for road repair. Again, his question was for the Board to explain how it is more beneficial to the taxpayer to pay higher costs for a pavement and shoulder assessment from an engineering firm than from Maine local roads and just using RSMS.

Selectmen McGurty indicated that the individual who created the software that we have acquired was actually a state employee. He is an engineer and wrote the software program he wrote. He also indicated that he has actually done road assessments. This is the representation made to the Board and he was not just somebody who wrote the program but he also had a background in roads and had done this on the state level. We have an engineering firm that we've developed a relationship with and Selectmen Winchell has spoken to him asking if they did road assessments and they said yes. So they were asked to write a proposal. Having both parties provide proposals will allow the Board to get a good basis for making a decision.

### D. Audit Representation Letter

A draft set of financial statements were received last Friday. They have been reviewed and questions were developed. A new draft has been presented which covered some of the questions. There is one question still outstanding. Selectmen McGurty will sit with the Principal Auditor and try to get a response to his question. Depending on resolution the Town will know the bottom line. Final statements will hopefully be available next week. Once done, Selectmen McGurty will make a presentation of the year end results next Wednesday. Tonight the Selectmen must sign the rep letter.

Selectmen Stacey-Horn made a motion to accept the rep letter as presented; seconded by Selectmen Wiunchell. All in favor.

#### E. Executive Session 405 6 A.1. - Personnel

Selectmen Stacey-Horn made a motion to go into Executive Session 405 6 A.1 - Personnel; seconded by Selectmen Winchell. All in favor. Selectmen Stacey-Horn made a motion to come out of Executive Session 405 6 A.1 - Personnel matter; seconded by Selectmen Winchell. All in favor.

The Board decided to amend the Town Administrator's job description. All department heads will report to the Town Administrator. and the Town Administrator would also be a Supervisor to all staff in the absence of their Department Head. Changes will be posted for all to see. This action was directed by the Board. Liaisons will still be in effect and defined tighter.

Selectmen Stacey-Horn made a motion to approve the new Town Administrator's position; seconded by Selectmen Winchell. All in favor.

#### 10. PUBLIC COMMENT

A. Ray Lopez commented that the federal government made the worst mistake with Social Security; he still thinks that his suggestion was pretty fair on putting money back to the taxpayers over investing.

#### 11. PENDING

A. 23/24 Winter Salt Bid

#### 12. ANNOUNCEMENTS

April 6, 2023 Planning Board Meeting 6:00pm

April 6, 2023 Public Hearing on 23-24 School Budget 6:00pm (@School)

April 10, 2023 Capital Improvement Committee 5:00pm

April 10, 2023 Warrant and Finance 6:00pm

April 12, 2023 Select Board 6:00pm

April 13, 2023 Planning Board Meeting - Public Hearing (Re: Proposed June Zoning Changes) 6:00pm

April 15, 2023 Rec. Committee 8:30am

April 17, 2023 Cemetery Committee 6:00pm

April 19, 2023 Special Town Meeting 6:00pm (@ Town Hall)

April 20, 2023 Planning Board 6:00pm

April 24, 2023 Warrant and Finance 6:00pm

April 26, 2023 Select Board 6:00pm

#### 13. MEMBERS PRESENT

Selectmen Tom McGurty, Selectmen David Winchell, Selectmen Kimberly Stacey-Horn and Town Administrator Jennifer Roux.

14. ATTENDANCE

Ray Lopez, Joyce Bakshi, Robin Ham, Dennis Long, Will Langley, Susan Meehan