

TOWN OF ACTON SELECT BOARD MEETING
May 31, 2023
6:00pm

MINUTES – APPROVED

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

David Winchell Jr. called the meeting to order at 6pm.

2. WARRANTS/BILLS

Signed

3. APPROVAL OF AGENDA

Select Board member Stacey-Horn made a motion to approve the agenda; seconded by D. Winchell, Jr.. All in favor. Motion carried. Tom McGurty was absent from the meeting.

4. MINUTES OF LAST MEETING

Tabled

5. TOWN ADMINISTRATOR WEEKLY UPDATE

The Town Administrator announced the Three Rivers Land Trust is hosting their Goat Hill Trail Grand Opening on Saturday, June 3rd at 2pm.

The upcoming Town Hall Meeting will be held Saturday, June 10th at 9am. To encourage more participation, signs were ordered to be posted around town and a mailing will be sent to our registered voters. Babysitting will be provided by Bridgett Whitman and refreshments by Mary Grant. We will also be hosting a 50/50 raffle.

The Town Administrator offered a thank you to Bernard Broder for planting flowers and shrubs in front of the Town Hall.

The Town Administrator announced that Clair Bragg, the oldest town resident, has passed and her daughter has asked the Town Office to assist in hosting a luncheon in her honor, which will be held on Monday, June 12th between 1-3pm. The Town Administrator asks that if anyone would like to contribute to the luncheon to please contact the Town Office.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

C. Robin Ham, Transfer Station Superintendent

Mr. Ham informed the Selectboard that parties are dumping wood ash in the leaf pile, which has been causing fire danger. Mr. Ham announced that he will be posting signs prohibiting this as well as placing metal bins to assist with this problem.

Mike Corey, APAC

Mr. Corey addressed concerns associated with the Candidates Night video errors, advising the videographer didn't realize they forgot to hit the record button within the first hour of the meeting, due to human error. Once the error was identified, they immediately rectified the situation and began to record. The videographer feels terrible about this mistake. Mr. Corey announced that the comments about political involvement were not accurate and there were

no other motives involved; it was simply human error. Discussion ensued regarding the potential cause of the error; the Town Administrator questioned if this was due to a Select Board Members request for editing or the video to be cut; or if any Select Board Members contacted APAC regarding the meeting. Mr. Corey advised this was not the case. The Town Administrator questioned if there was any contact between the Town Administrator and APAC regarding the video recording. Mr. Corey advised no; this was human error.

Discussion continued regarding the timeline set by APAC to upload videos for public viewing. The Town Administrator questioned if the Select Board or Town Administrator set up those guidelines on behalf of APAC. Mr. Corey explained that the videos are typically uploaded within 24 hours, however the timeline is set by Mr. Corey and APAC for three days to allow for production, edits, and to resolve technical issues. He also advised they are uploaded as quickly as possible, usually within 24 hours. Mr. Corey also addressed an issue last year regarding a video upload delay, indicating that this was not due to Select Board or Town Administrator delays but, again, human error. Select Board member Stacey-Horn questioned if the Town Administrator should be notified in advance of any issues with meetings to be aware of potential issues. The Town Administrator advised that this has been requested and Mr. Corey agreed that this will occur moving forward and communication will occur as soon as a problem is identified.

Select Board Member Winchell, Jr. confirmed he was present at the meeting, and it was not cut intentionally and that the Select Board does not work with APAC to edit and/or cut videos, and then thanked Mr. Corey for the work he does.

7. LIAISON UPDATES

Tom

Not present

David

No updates

Kim

No updates

8. OLD BUSINESS

A. Road Survey

The Town Administrator advised that Mr. Langley is in his third week of due diligence and has not been able to get a response from the other surveyors and is looking for a motion for Hawk Road to be in next year's budget.

Select Board Member Stacey-Horn made a motion to accept the bid from Sebago Technics for \$8000; seconded by Select Board Member Winchell, Jr. All in favor. Motion carries.

Signed

B. New Website

Dan Krampetz provided an update on the new website and provided a run through of what website will look like. A link will be available for residents to sign up for a newsletter. The website will have the same URL. Training and the date the website will go live are still pending at this time.

9. NEW BUSINESS

A. APAT - Candidates Night

Reviewed under Department Head / Committee Chair Updates

B. Propane Contract

After discussion, the Select Board decided not to go out to bid. The Town Administrator announced the propane contract with Downeast Energy for a rate of \$1.74, which is down from \$1.96 last year.

Select Board Member Stacey-Horn made a motion to accept the contract with Downeast Energy at a rate of \$1.74 for 8,000 gallons, Seconded by Select Board Member Winchell, Jr. All in favor.

Contract signed.

****email from town resident – no sound on live feed, just picture – addressed to APAC*

C. Iron Tails Summer Events

Greg addressed the upcoming musical/outdoor events at Iron Tails over the summer – Mass Gathering Permit. The Planning Board requested Iron Tails to present to the Select Board regarding conditional use permit. Discussion ensued regarding Planning Board decision to meet with the Select Board.

A proposal was made to create one mass gathering permit with all dates of events listed and to attend the next Select Board meeting for approval.

D. Town Credit Card

The Town Administrator discussed replacing the town debit card with a credit card due to the Town Debit Card Policy currently in place. Packets were provided, with three credit cards, for further review to be addressed at the next meeting. – Tabled for next meeting.

E. Rec. Parking Lot Estimate

William Langley advised the Rec. Director reached out to Mr. Langley regarding work in 2019. The parking lot was ditched in 2019, but not completed. Ditch to be completed and to complete grade to parking lot. Select Board member Winchell, Jr. advised funds are available for maintenance.

Select Board Member Stacey-Horn made a motion to accept the estimate of \$2721.34, Seconded by Select Board Member Winchell, Jr. All in favor.

Estimate signed.

F. Dry Hydrant Work Estimate

Mr. Langley presented an estimate replacing the dry hydrant at the tennis courts/San Pedro and adding a parking area/fire lane. Select Member Winchell, Jr. confirmed approval from the church as this is on the churches policy.

Select Board Member Stacey-Horn made a motion to accept the estimate with David Langley & Sons Excavating, for San Pedro at \$5188.44, Seconded by Select Board Member Winchell, Jr. All in favor.

Estimate signed.

G. West Shore Drive Bids

One bid was received and opened: Curtis Earthworks \$311,000. Tabled for next week's meeting.

H. Mass Gathering Permit

Discussed Renaissance Fair, two weekends in July, July 22-23, July 29-30. Issues with parking and traffic last year need to be remedied prior to the event. Iron Tails utilized traffic control through the Sheriffs Department for event in Summer of 2022. Select Board Member Winchell suggested hearing remedies to parking and traffic prior to approving permit. The Town Administrator will ask the representative for the Fair to be present at the next meeting. Tabled until next meeting.

I. Liquor License Permit

Pertaining to Renaissance Fair in July. Bubbles to Go.

Select Board Member Stacey-Horn made a motion to accept the Liquor License Permit with Bubble to Go, Seconded by Select Board Member Winchell, Jr. All in favor.

Permit signed.

J. Planning Board Resignation

Chelsea Kenyon resigned due to travel restrictions. Alternate position to be advertised.

Town Administrator made a motion to accept resignation, Seconded by Select Board Member Stacey-Horn. All in favor.

10. PUBLIC COMMENT

Mr. Ray Lopez thanked all who participated in the Candidates Night event, set up by Mrs. Lopez, and addressed concerns posted online and made over the phone, to human error.

Mr. Lopez asked about the credit card policy and how that was factored into the department budget. The Town Administrator advised proposed policy for the credit card.

Mr. Lopez asked about liquor license with Bubbles to go for the Renaissance Fair. Addressed.

Mr. Lopez asked about the recent accident, as associated with the town. The Town Administrator advised that would fall under the business as well and if the town needed to be notified, they would be by local and/or state officials.

Mr. Lopez asked about the new website – will residents be able to make a request online to set up meetings or request use of the town hall? The town administrator advised residents still need to call into the town office.

Mr. Bernard Broder asked about the website – if prior to or after launch will there be the ability to make changes to the website to confirm the website is user friendly. User input verses complaints after site live and running.

Mr. Broder asked if it would be possible to obtain copies of West Shore Dr. bid for. Select Board Member Winchell, Jr. advised that the bid would need to be reviewed with all Select Board Members and if the bid is rejected, it will need to go back out for bid. The Town Administrator confirmed it is a public document and will be made available, the Select Board has requested a week to review prior to becoming available.

Mr. Broder appreciates the concern with traffic control and safety at large town events.

Mr. Ken Allen addressed volunteering to restore the Lincoln School. Mr. Neil spoke with Select Board Member McGurty and wanted to be placed on the agenda. Mr. Allen advised he works with Mr. Neil on local volunteer work but is not on the Historical Society. He also advised that he is aware of 3-4 residents who would like to assist. Vegetation needs to be cleaned out and siding will need to be painted as well as potential for internal work.

Select Board Member Winchell Jr. suggested a plan be put in place and brought back to the Select Members for a waiver of responsibilities to be signed.

Mr. Joseph Ruma advised in years past, Mr. Neil oversaw renovating Lincoln School and donations had been made or a budget line of \$2000, which should have been earmarked for the school specifically. The Town Administrator confirmed this was not earmarked for the school, but for the Historical Society. Confirmed by Select Board Member, Winchell, Jr.

Mr. Ruma questioned why the Town Meeting was changed to occur prior to the election. Select Board Member Winchell, Jr. advised of issues with Father's Day weekend and the date of the Town Election being the 2nd Tuesday of the month and the decision was made to make the change this year.

Mr. Ruma addressed concerns with the budget; and Select Board Members are not putting in enough time and/or work in their positions. Mr. Ruma and Select Board Member Winchell, Jr. discussed job descriptions, responsibilities, and qualifications for running for the Town Council.

Select Board Member Stacey-Horn advised the reason for not being present at the Candidates Night Meeting and requested that current candidates be notified of the meeting in advance. Mr. Lopez responded that a certified mailing was sent to confirm the candidates' involvement in the meeting. Select Board Member Winchell, Jr. suggested that the format should be addressed for any future meetings. School Board members were overlooked due to format and the meeting was longer than anticipated.

Select Board Member Stacey-Horn advised may be absent at next week's meeting due to her granddaughters' graduation.

11. PENDING:

Town Credit Card
Iron Tails – Mass Gathering Permit
West Shore Drive Bid
Renaissance Fair – Mass Gathering Permit

12. ANNOUNCEMENTS

June 1, 2023 Planning Board Site Walk 4:30pm (2633 Milton Mills Road)
June 1, 2023 Planning Board Site Walk 5:00pm (668 13th Street)
June 1, 2023 Planning Board 6:00pm
June 5, 2023 Capital Improvement Committee 5:00pm
June 7, 2023 Select Board 6:00pm
June 10, 2023 Town Meeting 9:00am (Acton Elementary School)
June 13, 2023 Elections 8:00am-8:00pm
June 14, 2023 Select Board 6:00pm
June 15, 2023 Planning Board 6:00pm
June 21, 2023 Select Board 6:00pm
June 28, 2023 Select Board 6:00pm

13. MEMBERS PRESENT: Select Board Member David Winchell, Jr., Select Board Member Kimberly Stacey-Horn and Town Administrator Jennifer Roux. Select Board Member Tom McGurty was absent.

14. ATTENDANCE: Robin Ham, Ken Hall, Bernard Broder, Joe Ruma, Ray Lopez, Dan Norwood, Joyce Bakshi, Dan Krampetz, Dick Neal, Greg Martinez

Select Board Member Stacey-Horn made a motion to adjourn; seconded by Select Board Member Winchell. All in Favor.