

TOWN OF ACTON SELECT BOARD MEETING
June 7, 2023
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Tom McGurty called the meeting to order.

2. WARRANTS/BILLS - Signed

3. APPROVAL OF AGENDA

Select Board Member David Winchell, Jr made a motion to approve the agenda; seconded by Select Board Member Tom McGurty. All in favor. Motion Carried.

4. MINUTES OF LAST MEETING - Tabled

5. TOWN ADMINISTRATOR WEEKLY UPDATE

The Town Administrator announced that two article 43 requests have been sent to the Road Committee: one for Langley Shore Drive and one for Lakeside Drive. A meeting has been scheduled for later in the month.

The Renaissance Fair will be on the agenda next week to discuss traffic control.

The Town Warrant inadvertently advised that the meeting was to be held at the Town Hall. Legal has been contacted and the Moderator will be nominated at the Town Hall, then a recess will be proposed, and the meeting will reconvene at the Elementary School. The Select Board apologized for not noticing the error and thanked the Town Administrator for rectifying the situation.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES - None

7. LIAISON UPDATES

Tom - No updates

Warrant & Finance Committee, Transfer Station, Fire Department, Capital Improvement

David - No updates

Roads & Road Committee, Code Enforcement, Mary Grant Committee, Conservation / Forest

Kim - Not present

Recreational Committee, School, APAT, Cemetery Committee

8. OLD BUSINESS

A. Iron Tails Mass Gathering Permit

A copy of permit provided with liability insurance and dates for events.

Select Board Member Winchell, Jr. made a motion to approve the permit; Seconded by Select Board Member McGurty. All in favor. Motion Carried.

B. Town Credit Card

Select Board Member McGurty confirmed summaries for three banks received and reviewed. Chase offers no fee and cash back for points earned. The Town Administrator advised there will be three cards: one for the Town Administrator, the Treasurer, and one will be available in the vault in the Town's name to be signed out. A policy will be developed to review the Town Credit Card.

Select Board Member Winchell, Jr. made a motion to use Chase Bank Credit Card; Seconded by Select Board Member McGurty. All in favor. Motion Carried.

C. West Shore Drive Culvert

The Town Administrator advised that Curtis Earthworks submitted an estimate for the culvert project of \$311,000 which has been sent to the legal team and Maureen at Ransom for review. Maureen's recommendation is to accept the estimate. The current budget in the West Shore Drive account is \$294,218; with an article 40 on Saturday, June 10th, to move extra ARPA money saved from the Water System to this line.

Select Board Member McGurty wanted to confirm sizing of pipe for replacement.

Select Board Member Winchell, Jr. made motion to sign contract with Curtis Earthworks, contingent to the plans from Ransom and the vote of article 40; seconded by Select Board Member McGurty. All in favor. Motion Carried.

Questions from Joyce: Is this a bonded company? Select Board Member Winchell, Jr., advised that we did not ask for the bond. Select Board Member McGurty continued to advise the engineering firm and council have confirmed the terms in the RFP are consistent with federal/state regulations.

Contract signed.

The Town Administrator advised that if Article 40 passes, there will be additional funds of approximately \$8700 left in the budget; an agreement is currently being worked on with property owners for \$3000 per week. The town has budgeted on the project taking 7 weeks. An agreement with property owners will be available in the following week for review and approval.

D. Investments

Select Board Member McGurty advised that the new accounting firm will develop an updated investment policy. \$3 million to TD Bank to invest in treasury bills, not to exceed 90-day maturity (30, 60, 90-day notes). \$1 million in a treasury variable rate money market account and the remaining will stay where it is.

Select Board Member McGurty made a motion to proceed with Investment planning. Seconded by Select Board Member Winchell, Jr. All in favor. Motion Carried.

9. NEW BUSINESS

A. Open Audit Bids

Select Board Member McGurty advised that RFPs were sent to 4-5 firms. The town received notification that one firm declined to bid due to a school engagement bid already in place. The Town received a bid for the Town Audit.

Select Board Member McGurty made a motion to accept RHR Smith engagement offer for Audit; Seconded by Select Board Member Winchell, Jr. All in favor. Motion Carried.

Contract signed.

B. Open Paving Bids

Two bids received and opened:
Dayton Sand & Gravel \$99 per ton
Carol Materials/Allstate \$85.90 per ton

Adam Dolliber made a recommendation to accept Carol Materials/Allstate bid.

Select Board Member Winchell, Jr. made a motion to accept Carol Bid; Seconded by Select Board Member McGurty. All in Favor. Motion Carried.

Charlie Emerson with Carol Materials thanked Town of Acton for choosing Carol for contract and requested email confirming acceptance of bid to begin job. The Town Administrator to address email.

C. Liquor License - Acton Fair

Select Board Member Winchell, Jr. made a motion to accept liquor license; Seconded by Select Board Member McGurty. All in Favor. Motion Carried. Signed.

D. Animal Welfare Contract

The Town Administrator advised the annual contract is up for review. The fees have not changed.

Select Board Member Winchell, Jr. made motion to sign the Animal Welfare Contract; Seconded by Select Board Member McGurty. All in favor. Motion Carried. Signed.

E. North Star Contract

The Town Administrator has advised planning services to suggest new compensation. Changes as follows:
Principal planner has gone up \$20 per hour.
Planner and Associate planner have gone up \$10 per hour.
These would be used for Planning Board Projects.

Select Board Member Winchell, Jr. made a motion to sign the North Star Contract; Seconded by Select Board Member McGurty. All in Favor. Signed.

10. PUBLIC COMMENT

None.

11. PENDING:

N/A

12: Announcements:

June 14, 2023 Board of Selectmen 6:00pm
June 15, 2023 Planning Board Site Walk - 4:30pm @111 Yeaton Lane (233-035)
June 15, 2023 Planning Board Site Walk - 5:00pm @ Nason Road (230-005-002)
June 15, 2023 Planning Board 6:00pm
June 21, 2023 Board of Selectmen 6:00pm
June 22, 2023 Road Committee Meeting 6:00pm
June 28, 2023 Board of Selectmen 6:00pm

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

14. ATTENDANCE: Not taken