

**SELECTMEN'S MEETING**  
**August 12, 2020**  
**6:00pm**

Selectmen Ed Walsh opened tonight's meeting with a heartfelt tribute regarding the passing of Mr. Clarence Jim Langley long time active resident for Acton and Road Commissioner Joe Letourneau followed by a Moment of Silence.

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

**2. TOWN ADMINISTRATOR WEEKLY UPDATE**

- The Town Administrator reminded Selectmen Ed Walsh that he had a meeting on August 1, 2020 at 9 AM with the Code Department on Assessing.
- There is a Webinar on August 26, 2020 from 2 to 4:30 pm which will be attended by the Town Administrator; subject is Freedom of Information requests.
- The Auditor are in the Town Hall on Thursday, August 13, 2020 and Friday, August 14, 2020. They will want to speak with the Board of Selectmen without the Treasurer or Town Administrator present.
- Town Report – With the Board's approval, the Town Administrator has set the deadline date for Town Report submittals at September 1, 2020. The fiscal year ended on June 30, 2020 and this report should go to print quicker than in past years; it also aligns it with the items required in the ordinance to be submitted by the Road Commissioners The Board was in agreement.
- The Town Administrator will be emailing the Board a Town Asset list for review.
- The Town Administrator updated the Board on the Governor's Executive Order to increase outside gathering from 50 people to 100 people or 5 people per 1,000 sq. ft. effective August 1, 2020. Limit for indoor still remains at 50.
- The Town Administrator updated the Board that the Alarm System low battery issue has been resolved.
- The Town Administrator passed on comments and a request from the Road Committee Chair to allow the Road Committee to meet in the Town Hall. Meeting scheduled for August 10, 2020 did not take place as there was not a quorum. The Chair attributes this to people's ability to get onto Zoom.
- The Town Administrator informed the Board that Doe Permits were now available for purchase.

**3. WARRANTS/BILLS**

**4. APPROVAL OF AGENDA**

**A motion was made by Selectmen David Winchell to approve the agenda as written; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

**5. MINUTES OF LAST MEETINGS**

**A motion was made by Selectmen Kimberly Stacey-Horn to approve the minutes from July 22, 2020, July 27, 2020, July 29, 2020 and August 10, 2020; seconded by Selectmen David Winchell. No discussion. All in favor.**

**6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES - NONE**

**7. OLD BUSINESS**

A) Committee / Department Openings

The Town Administrator reviewed the committee and department openings:

- **Board of Assessment** – next project on the list for the Board to review.
- **Capital Improvements Committee** – This committee is not yet active; Selectmen David Winchell reiterated he'd like the Board to develop a job description prior to initiating this committee. Selectmen Kimberly Stacey-Horn will work with the Town Administrator to draft and bring back to the table next week for the Board to review. The committee is still searching for 1 more person to join.
- **Mary Grant** – Appointments will be ready for next week.
- **Planning Board** – There are openings for 2 Alternates.
- **Recreation Committee** – This committee was not a top priority with no sports currently in session. Selectmen Kimberly Stacey-Horn suggested the school be contacted and be asked if they would advertise these openings on their website. The Board agreed.

B) In House Meetings / September Schedule

The Town Administrator asked the Board if they were ready to open the Town Hall to be used for meetings as several committees have inquired. The Board was in agreement to move forward and open the Town Hall September 1 for meeting use. Masks will be required and chairs will be set apart to maintain 6' social distancing guidelines. Front tables can be pushed back to accommodate more chairs if necessary.

Selectmen Ed Walsh commented that in August, the Executive Session that took place at the Town Hall were done to maintain confidentiality and keep secure; these sessions do not allow for any note taking or recording.

C) Personnel Policy

The Town Administrator presented the Personnel Policy to the Board to review along with the Treasurer and Town Administrators recommended changes. Discussions included but were not limited to extended holiday breaks as related to full time salaried employees, holiday name changes and overtime on holidays. The Board accepted all changes.

**A motion was made by Selectmen Kimberly Stacey-Horn to accept the Personnel policy as presented; seconded by Selectmen David Winchell. No discussion. All in favor.**

**8. NEW BUSINESS**

A) Resignation

The Town Administrator presented a Planning Board member's letter of resignation to the Board for review noting this resignation was questioned as to why it was not read last week with the other resignations. Response is that it was not received in time. Upon review, letter of resignation was sent to invalid email addresses.

Selectmen Ed Walsh read out Jim Crowley, Planning Board member's resignation.

**A motion was made by Selectmen Kimberly Stacey-Horn to accept Jim Crowley's resignation from the Planning Board effective immediately; seconded by Selectmen David Winchell.**

**Discussion:** Selectmen David Winchell commented for that the resignation letter laid out comments about continual harassment and for that he wanted an explanation. Discussion ensued.

After all discussions were complete, the vote was "**All in Favor**".

B) Appointments

The Town Administrator presented 4 Planning Board member appointments.

- Gavin Maloney and Nathan Tapscott for a 3 year term.
- John Qua and Christopher Whitman for a 2 year term.

**A motion was made by Selectmen David Winchell to appoint Gavin Maloney and Nathan Tapscott as Planning Board members until June 30, 2023; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

**A motion was made by Selectmen David Winchell to appoint John Qua and Christopher Whitman as Planning Board members until June 30, 2022; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

The Town Administrator informed the Board that Tom Cashin's term expired and he chooses not to be reappointed due to health reasons. He greatly enjoyed working on the Board.

The Board of Selectmen commented that Tom Cashin will be greatly missed. Thank you for your service.

The Board reiterated they are still looking to fill other openings on the Planning Board. Selectmen Ed Walsh has a potential member and will send him to the Town Administrator.

C) Generator

The Town owns a generator which is designed to keep the basics running when the power goes out. Last Wednesday when the power went down it did not kick on. It was determined the battery was dead and the generator was not doing self checks. Moving forward, it will be scheduled to be check every Wednesday morning at 10 AM.

Remote monitoring was discussed because the Town Administrator received a proposal an initial cost of \$750 And subsequent yearly service costs of \$150/year to maintain. Service requires internet and the Board agreed not to pursue. They will stick with weekly checks and Selectmen Ed Walsh will log once a month.

D) GIS Internet Services Annual Maintenance Agreement proposal

This is the agreement that covers maps online and assessing changes. Price did not go up and word for word the contract is the same as last year.

**A motion was made by Selectmen Kimberly Stacey-Horn to accept the terms of the GIS Internet Service Agreement from 11/1/2020 – 10/31/2021 for \$2,400; seconded by Selectmen David Winchell. No discussion. All in favor.**

- E) District 1 Proposed Work Presentation  
Road Commissioner Will Langley joined the Zoom meeting to present to the Board his scope of work and quotes are stated in the ordinance.

Current costs laid out were \$180,040.

Board was in agreement. The Town Administrator indicated that Pike would need a signature of commitment.

- F) 2020 Tax Commitment  
The Town Administrator and Treasurer met with the Assessor to determine tax commitment options. The Board was given the financials to review. The goal was to keep the tax rate of \$12.05 the same as last year. With much hard work and dedication of all Department Heads, Assessor and staff, that was obtained. The Treasurer indicated that only \$200,000 will need to be moved from undesignated funds to achieve.

**A motion was made by Selectmen David Winchell to set the 2020/2021 tax rate at \$12.05 and move no more than \$200,000 from undesignated funds; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

- G) Article 43 Applications  
The Town Administrator provided a copy of three Article 43 applications:
1. Langley Shore – new application
  2. Langley Shore – last year's submittal
  3. Lakeside Drive – last year's submittal

The new application included required pre-estimates. Will the Board be going out to review? Selectmen David Winchell indicated that this application was done to keep the Board out of the process, i.e., requiring qualified agencies to collaborate.

Next step is for the Road Committee to review and make recommendations. The Road Committee Chair will need to abstain on the applications for where she lives.

The Board will review all the attachments and be ready to make a decision upon the Road Committees recommendation. This item will go back on the agenda once the Road Committee makes their recommendations.

- H) Commercial Hauler Permit  
The Town Administrator presented to the Board Mr. Travis Penney's application for a Commercial Hauler Permit. All requirements have been met and the Transfer Station Superintendent had no concerns.

**A motion was made by Selectmen Kimberly Stacey-Horn to approve the application for Commercial Hauler permit to Penny's Rubbish & Light Trucking; seconded by Selectmen David Winchell. No discussion. All in favor.**

D) Liquor License

The Town Administrator presented a one day Liquor License for Destination Catering Inc. to handle a wedding reception on Blueberry Hill Farm on August 29, 2020. Public hearing is not required. The Sherriff can be called if need be but not necessary as there is no liability. This is a state licensed caterer. Board was happy with the submittal.

**A motion was made by Selectmen Kimberly Stacey-Horn to accept Destination Catering's Liquor License application for a one-day event to be held on August 29, 2020; seconded by Selectmen David Winchell. No discussion. All in favor.**

**9. PUBLIC COMMENT: The floor was open to Public Comment.**

- Susan Meehan approached the Board to comment on Town volunteerism. She was sad to see the recent loss of volunteers to the Town's Boards and Committees and she asked the Board why there was such a need for volunteers at this time.

Selectmen Ed Walsh commented that volunteerism is down across the nation because there are not a lot of young people willing to step forward. The task has fallen to retirees and part time workers. Should we be a little more proactive in search for volunteers? Yes, and recognition for service is also needed for those who do volunteer.

Selectmen David Winchell further commented that the Recreation Committee was fully engaged but disappeared as COVID 19 hit and there were no more sports. He is advocating for different people to now step forward, but candidates find it tough to volunteer once they watch committees in action and decide they don't want to be a part. The Board appreciates the committees and what they do.

- Susan Meehan agreed that most volunteers who are willing to donate their time, energy and experience are 50+ but the treatment of these volunteers should be looked at and appreciated. Volunteers don't get paid, they shouldn't be stressed, but thanked! And, that doesn't necessarily need to be done with a lot of money.

Selectmen Ed Walsh stated volunteers are appreciated. Executive sessions will not be discussed. Volunteers are not exempt from state rules and may sometimes find themselves being addressed to conduct business appropriately.

Susan Meehan remarked that new avenues need to be looked at for volunteers. It is really important for small towns to have volunteers; we should be grateful.

- Selectmen Ed Walsh concluded the public comment section again offering condolences to the Letourneau and Langley families.

**10. ANNOUNCEMENTS: Please check the website.**

**11. MEMBERS PRESENT**

Selectmen Kimberly Stacey-Horn, Selectmen Ed Walsh, Selectmen David Winchell and Town Administrator Jennifer Roux.

**12. ATTENDANCE (screen names as designated on Zoom)**

Dan Krampetz, Rollin's iPad, Rich Hart, Susan Meehan, K105, Joyce Bakshi, iPhone, Will Langley, Nancy Ruma, PGP iPad 3(mini), Charles Crespi, Yoli, Susan Danforth, Arnie, Tucker Pearson, Angela Diorir, ntap, Virginia, David and Dan Drisko (Cheryl).