

SELECTMEN'S MEETING
February 17, 2021
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- **Workshop** – February 18, 2021 at 4:30 pm there is a budget workshop scheduled with the Treasurer.
- **Wakefield Meeting** – February 18, 2021 at 6:00 pm there is a Zoom meeting scheduled with Wakefield.
- **Foreclosures** – There were three foreclosures this year. Two of the foreclosures are lived in residencies and the third is an abandoned property. The handyman has gone over to the abandoned property with the Sherriff to close up and secure.

When the Town notifies property owners, it is done by both regular and certified mail. The Town Administrator walked through the timeline of the mailings. The abandoned property mail was received and signed for; the other 2 properties were not. The certified and regular mails were returned to the town after the deadline dates. Since this has happened, the Town is going to send out 30 day notices via the Sherriff who will deliver so that the Town knows that proper procedures have been followed and property owners are duly informed. The Town Administrator read aloud the 30 day notice; the notice indicates the 2018 taxes are due in full by March 31, 2021. The Town Administrator confirmed that legal cleared these actions as proper. The Board had no concerns.

- **Executive Orders** – The Governor has extended the State of Emergency through March 18, 2021. The Town Administrator stated this may force the Board to make the decision to vote on the Town warrant through secret ballot; a close eye will be kept on the timing of deadlines so the Board can decide whether the Town's warrant will be able to go to Town Meeting or voted upon as a secret ballot. Currently the Town Administrator is suspecting the choice to be by secret ballot.
- **Atlantic Broadband** – The Town received a check for \$35,200 from Atlantic Broadband which was the contracted 4.5% reimbursement to the Town.
- **Zoning Board of Appeals (ZBA) Hearing Update** - The ZBA successfully heard two appeals on Tuesday, February 16, 2021 and voted to deny both appeals the permits stand. The next hearing was scheduled for February 27, 2021, which will be tabled until May 2021 based on a request from both attorneys' and with ZBA's approval.
- **Fog Lines** – The Town Administrator has received the budget numbers for fog lines from Road Commissioner District One; expects Road Commissioner District Two's numbers soon.
- **Butter & Cheese** – The Town Administrator stated she was grateful for food that was dropped off at the Town Hall to be distributed; please do not leave the Town Hall without getting some butter and cheese.

3. WARRANTS/BILLS - Signed

4. APPROVAL OF AGENDA

Selectmen David Winchell Jr. made a motion to approve the agenda; seconded by Selectmen Ed Walsh. No discussion. All in favor.

5. MINUTES OF LAST MEETING

Selectmen David Winchell Jr. made a motion to approve the minutes for February 3 and 10, 2021; seconded by Selectmen Ed Walsh. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. Code Enforcement Officer

The Board invited Mr. Michael Gilpatrick to the podium so that they could introduce him to the Town as the new Code Enforcement Officer. As this is a prominent position within the Town, Mr. Gilpatrick was asked by Selectmen Ed Walsh to remove his mask so all could see who he was. Mr. Gilpatrick was then given an opportunity to address the Town expressing his background, experiences and goals. Mr. Gilpatrick was reminded upon opening statements that he should put his mask back in place, which he promptly complied. An immediate change that Mr. Gilpatrick would like to see instituted was the responsibility of almost all electrical inspections being placed on the State. Upon review, the Land Use Department would be responsible for single family home inspections only and all other electrical responsibilities and liabilities will be otherwise handled by the State of Maine.

Secondly, Mr. Gilpatrick wanted to next review with the Board the Mechanical permit requirements. Mechanical permits are influx and have no certifications assigned to them allowing for enforcement. Mr. Gilpatrick's thoughts were to alleviate all the Mechanical permit inspections which involve temporary power inspections, HAVAC systems including gas, oil fire furnaces, mechanical issues, duct work, and heat pumps, etc. Since all of this type of work is done by licensed contractors, it is best that those licensed contractor carry not only the responsibilities but the liabilities for the work done; the only exception is microwave hoods which comes under residential codes. Permits would still need to be applied for all Mechanical projects, but no inspections would be required. The Board decided to support Mr. Gilpatrick however he wished to proceed.

Selectmen Ed Walsh liked the thought to get out from under liabilities; permitting will still be required.

Selectmen David Winchell Jr. made a motion to no longer require inspections on Mechanical permits; seconded by Selectmen Ed Walsh. No discussion. All in favor.

There was further discussion on electrical permits and inspections. Single family home inspections would be exempt from the decision to relieve responsibilities back to the State. Temporary power, multi-family, commercial electrical will no longer be conducted by the Town's Code Enforcement department but be deemed back to the State of Maine for coverage.

The Selectmen asked Mr. Gilpatrick to explain single family dwelling inspections.

Selectmen David Winchell Jr. made a motion to alleviate all electrical inspection responsibilities from the Town of Acton other than single families to the State of Maine; seconded by Selectmen Ed Walsh. No discussion. All in favor.

The Town Administrator will contact the State and complete email forms.

7. OLD BUSINESS

A. Tax Map Maintenance Proposal –

The Town Administrator presented the updated contract discussed the previous week for signatures.

Selectmen David Winchell Jr. made a motion to accept the Tax Map Maintenance Proposal from Cartographic for \$3,050 for the upcoming year; seconded by Selectmen Ed Walsh. No discussion. All in favor.

8. NEW BUSINESS

A. ZBA - Appointment / Alternate Opening -

The Town Administrator notified the Board that Mr. Ryan Gleason (based on procedures to go alphabetical when Alternative terms are the same) was the Alternative ZBA Member to move into the Regular Member seat.

Selectmen David Winchell Jr. made a motion to appoint Ryan Gleason to the ZBA (moving Mr. Gleason from Alternate ZBA member to Regular ZBA member); seconded by Selectmen Ed Walsh. No discussion. All in favor.

The Town Administrator next showed the Board three names which have come forward as interested parties in the Alternative seat. Discussion on these names tabled until the Board meets in Executive Session.

B. Executive Session 405 6.A.-1

Selectmen David Winchell Jr. made a motion to go into Executive Session pursuant of M.R.S.A. 405 6 A 1 Personnel matter at 6:28 pm; seconded by Selectmen Ed Walsh. No discussion. All in favor.

Selectmen David Winchell Jr. made a motion to come out of Executive Session pursuant of M.R.S.A. 405 6 A 1 Personnel matter at 6:45 pm; seconded by Selectmen Ed Walsh. No discussion. All in favor.

After returning from the Executive Session the Board announced that they were moving forward on appointing Yoli Gallagher as the Zoning Board of Appeals Alternate Member.

Selectmen David Winchell Jr. made a motion to appoint Yoli Gallagher as Alternate Zoning Board of Appeals Member; seconded by Selectmen Ed Walsh. No discussion. All in favor.

Mr. Rollin Waterhouse approached the Board and requested clarification on the motion made regarding inspections done by the State. The motion recorded in the minutes was read aloud. Mr. Waterhouse thanked the Board for the consideration.

9. PUBLIC COMMENT - None

10. ANNOUNCEMENTS – None

11. MEMBERS PRESENT

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

12. ATTENDANCE

Dennis Long, Joyce Bakshi, Rollin Waterhouse, Mike Long, Mike Gilpatrick, Virginia Deboer and
Cheryl Drisko.

**Selectmen David Winchell Jr. made a motion to adjourn; seconded by Selectmen Ed Walsh.
No discussion. All in favor.**