

SELECTMEN'S MEETING

March 11, 2020

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- The Town Administrator and Transfer Station Supervisor will be conducting interviews on Monday, March 13 for the open Transfer Station Attendant position. Once completed, the top candidates will be interviewed by the Board liaison.
- The Transfer Station Supervisor has recommended to the Board to not increase demo fees because it will be more costly than effective to increase those fees; revisit after another fiscal year to see if trend continues.
- The Primary and State Referendum election had a turnout of 767 voters and over 200 enrollments. It was a smooth election and there will be more training provided for next year as some changes are made.
- Louise Horn will turn 100 years old on March 16, 2020. This will make her Acton's oldest living resident. She is also the recipient of the Boston Post Cane.
- Inconsistencies with use of Planning Board emails have been wrapped up; all members are now on board and have access to their emails. For the 2 members who do not use emails, they will be provided hard copies. Departments have been reminded that if an email goes out, every member must receive a copy including those that require hard copies.
- The Animal Control Officer's dog list still has approximately 30 dogs to be registered; he will be knocking on doors over the next few weeks to complete.
- Freedom of Information request from Leslie Berlan. The committee did make a motion to get the information cited in the request. Committee requests do not need to come in as a Freedom of Information request. The information will be available by next week.
- Mr. Donahue's Freedom of Information requests will be forwarded to legal as the Town has exhausted their resources. The lawyer cannot be Bourque & Clegg due to conflict of interest. This pursuit can be costly for the Town. Mr. Donahue has a long list of roads he wants to see maintained by the Town. In the past, at a Town vote, 13th failed; a year later it was okayed. The attorney to take this project on must have strong land record skills, no conflict of interest and time to do the project. The Board asked the Town Administrator to get a quote for legal research concentrating on 13th Street and Covewood. The Town Administrator will start with Derwood as they were the attorney prior to Bourque & Clegg.
- Town of Acton nomination papers are available for a Selectmen position and 2 School members; deadline is April 15, 2020 at 4 pm.
- Meetings scheduled:
 - A Solar Array site walk is set for Monday, March 16, 2020 at 4 pm.
 - Granny Rose site walk is Saturday, March 14, 2020.
 - There is a public hearing scheduled on March 12, 2020.
 - Conservation Forest, March 17, 2020, 6 pm.
 - W&F, March 18, 2020, 6 pm.
 - The School Committee is voting this week; W&F and Recreation Committee are meeting next week.
 - Cemetery Committee, March 31, 2020, 6 pm.

3. WARRANTS/BILLS

4. APPROVAL OF AGENDA

Selectmen Kimberly Stacey-Horn made a motion to approve the agenda; seconded by Selectmen David Winchell. No discussion. All in favor.

5. MINUTES OF LAST MEETING

Selectmen Kimberly Stacey-Horn made a motion to approve the minutes of February 19, 2020 and February 26, 2020; seconded by Selectmen David Winchell. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

- **Dennis Long, W&F Committee:**

Mr. Long wanted to touch base with the Town Administrator regarding the School Committee voting on March 12, 2020 questioning the timeframe in which the W&F Committee will receive the warrant. The Town Administrator indicated the goal was to release that document on Friday. The only thing that would deter that from happening would be that the School Committee was unable to vote on everything.

Mr. Long notified the Town Administrator that their policies were completed and sent to the Town Administrator via email. The Town Administrator indicated they were not received as of yet. The Town Administrator and Mr. Long will work together after the meeting to retrieve.

7. OLD BUSINESS

A. Article 43

- The Board received a response from Wendy on 3/6/202 that the DEP (Department of Environmental Protection) can determine roads and provide a map to the town depicting location during the Article 43 process. DEP should be able to do the majority of the requests depending on conditions; site visit.
- Under Section 3106 the DEP can confirm if the great pond is listed on this list and this list could confirm which applications meet criteria but suggests applicants work with York County Soil & Water can work with the applicants in this process.
- There should be no additional costs to ask the DEP to review.
- The Town Administrator per the Board's direction made some minor changes to the application and will bring a final draft back to the Board next week.

B. Capital Improvement Committee

At this time, there have been four people step forward to be placed on the Capital Improvement Committee; the ideal number is five, so the Board will reach out to the public to find another candidate. The Town Administrator has a few ideas on where to post notice and persons to reach out to.

8. NEW BUSINESS

A. Liquor License Application

Iron Tails has approached the Board for their annual liquor license which expires May 1, 2020. There will be a public hearing on March 25, 2020. The Town Administrator will contact the Sheriff's Department for their input.

B. Town Clerk/Town Administrator Training

The Town Administrator brought the following training dates to the Board for approval to close the office in order to attend said training:

- Tuesday, April 7, 2020 (Taxes)
- Tuesday, April 14, 2020 (Liens)
- Wednesday, April 22, 2020 (Municipal Budgeting)
- Wednesday, May 13, 2020 (Vital Records)
- Tuesday, September 22 and Wednesday, September 23, 2020 (Elections)
- Thursday, November 5, 2020 (Freedom of Information)

The Board agreed and granted closure.

C. Order of Municipal Officers

A motion was made by Selectmen David Winchell to sign pursuant to 36 M.R.S.A. 906 the Order of Municipal Officers; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

D. Transfer Station Expenditure

The Town Administrator brought to the attention of the Board that the Transfer Station had a lighting expenditure of \$1,290 - \$280 rebate = \$1,010 which brought the Building Maintenance line to be overdrawn and was seeking permission from the Board to take out of the Contractor Maintenance Account. This does not impact the department bottom line as being overdrawn. The Board gave their consent.

E. Bridge Report

The Interim Inspection Bridge Report on Canal Road was received indicating a 3 ton limit on the Bridge. This is already in place so it is not a concern. The Town Administrator will scan and send via email to the Board for review.

F. SRCC Request

The Saco River Corridor Commission (SRCC) has reached out to the Board to help obtain candidates to occupy 2 seats which are open for the Town of Acton on their Board. The Town Administrator will advertise. The SRCC has been proactive in providing the Town with a new mapping system and will schedule a talk at a later date.

G. Resignation

Selectmen Kimberly Stacey-Horn read out a letter of resignation received from Lisa Long of the Recreation Committee.

A motion was made by Selectmen Kimberley Stacey-Horn to accept with regrets Mrs. Lisa Long's resignation from the Recreation Committee; seconded by Selectmen David Winchell. No discussion. All in favor.

The Town Administrator will advertise.

H. Executive Session Title 1 405 6.A.

A motion was made by Selectmen Kimberley Stacey-Horn to go into Executive Session pursuant of Title 1 405(6)(a) at 6:48 pm; seconded by Selectmen David Winchell. No discussion. All in favor.

A motion was made by Selectmen Kimberley Stacey-Horn to come out of Executive Session pursuant of Title 1 405(6)(a) at 7:06 pm; seconded by Selectmen David Winchell. No discussion. All in favor.

9. PUBLIC COMMENT:

None.

10. ANNOUNCEMENT

- A. Town Clerk's Office Closed 03/14/2020
- B. Mary Grant Committee Openings (2)
- C. School Budget Vote 04/06/2020 at the School
- D. Recreation Committee Openings (2)

11. MEMBERS PRESENT

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

12. ATTENDANCE

Dennis Long, Joyce Bakshi, Rollin Waterhouse, William Langley, Robin Ham, and Michael Long.