

TOWN OF ACTON SELECTMEN'S MEETING
May 26, 2021
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- **Mask Mandate** - The Town Administrator commented that as everyone could see, the group was mask free this evening because the Governor lifted the mask mandate; the Board confirmed they were continuing to follow the State's mandates.
- **Public Hearings** – Now that the mask mandate has been lifted, the Town Administrator asked the Board on whether they wanted to open the Town Hall back up and allow for public hearings to go back to “in person” meetings (no longer on Zoom) in the hall; allow functions such as outside meetings as requested by groups such as the Lions Club and/or private events like birthday parties, etc. The Board agreed to open the hall back up; they were good to let the Lion's Club start back up. The Town Administrator asked the Board with opening the hall for public use; did the Board want to continue compensating for the extra cleaning measures done due to COVID? The Board decided yes for Town related meetings and functions. Other functions, the public will be made aware that they need to clean before they leave.
- **Audit** – The Town Administrator informed the Board that it was audit time. There is a conference call scheduled with the new representative who will be conducting this year's audit; pre-audit is scheduled for June 10th and 11th.
- **Sale of Foreclosed Town Owned Property** – The Town Administrator was seeking input from the Board on where the minimum bid should be set at for the sale of the Ruby Reed property. The assessed value provided by the Assessor was \$49,000 for building and land, however, the building was not inhabitable and the consensus was that it would need to come down. The Selectmen expressed their expectations of the minimum bid for the property should be; since there was a gap between the two lines of thought. The Board decided to wait until all three Board members could come to a decision. The Town Administrator reminded the Selectmen that besides the assessed value, there were other things to be taken into consideration such as administration fees and back taxes due. Discussion ensued. The Town Administrator was asked if any real estate offices were contacted for an estimate on the property value. The Town Administrator responded “No”, as the value came from the Assessor. It was noted that the Town has not had a reevaluation in 10 years, there were questions pertaining to the ability to build on said property (calls of this nature are being directed to the Code Office.), etc.; the Town Administrator would reach out to realtors if the Board so required. When asked how soon the Town Administrator needed a decision, the Town Administrator reminded the Board that the town is covering the property with insurance, property is boarded up but not policed and there is evidence of people living inside, there is a lot of interest in this property and if the property sells in 20/21 tax year, the money from the sale would be rolled into the capital improvement fund, but if the sale takes place in the 21/22 year, the monies would be placed in the undesignated fund account. Selectmen David Winchell Jr. asked the Town Administrator if this was something to be advertised on Municibid? The Town Administrator noted due to the property's popularity it will not be necessary.

3. WARRANTS/BILLS – Signed

4. APPROVAL OF AGENDA

A motion was made by Selectmen David Winchell Jr. to approve the agenda; seconded by Selectmen Kimberly Stacey-Horn. Vote 2-0; Selectmen Ed Walsh absent.

5. MINUTES OF LAST MEETING

A motion was made by Selectmen Kimberly Stacey-Horn to accept the minutes for May 19, 2021; seconded by Selectmen David Winchell Jr. Vote 2-0; Selectmen Ed Walsh absent.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. Code Enforcement Officer Introduction -

Selectmen Kimberly Stacey-Horn was pleased to introduce the new Code Enforcement Officer Mr. Jason Sevigny. Mr. Sevigny has a strong background in construction and is obtaining his Bachelor's Degree in Construction Management. Mr. Jason Sevigny approached the podium to acknowledge his welcome and to speak a little bit on his background. Selectmen David Winchell Jr. also expressed his support in the hire decision and welcomed Mr. Sevigny. The Town Administrator stated the Mr. Demers will be working closely with Mr. Sevigny until he is certified; Mr. Demers will sign off on Code items until then; training has already been scheduled. Welcome!

7. OLD BUSINESS

A. Flat Ground Road – The Town Administrator has reviewed back dated emails from many years in research to answer the question Mr. Mike Long proposed to the Board regarding Flat Ground Road with no success. The Town Administrator asked Mr. Dennis Long, who commented he had a copy of said information being looked for, if he in fact found the information and could provide a copy. Mr. Dennis Long indicated he did not as he had no time to do that. The Town Administrator told the Board that her next research steps were to ask MMA if they have a copy in their archives.

B. Paving Bids – Last week, the Board of Selectmen tabled the decision on who to award the Paving Contract to until the Road Commissioners could review all the bids received and make a recommendation. The Road Commissioners for both Districts recommended Allstate.

Selectmen David Winchell Jr. made a motion to grant Allstate the paving contract at \$71.40/ton; seconded by Selectmen Kimberly Stacey-Horn. Vote 2-0; Selectmen Ed Walsh absent.

C. Policy - Road Commissioners; Re: Town Owned Property – The Town Administrator drafted a policy relating to the responsibilities of both District Road Commissioners related to Town owned property for the Board to sign. The properties were split as such: District 1: Municipal Offices, Mart Grant Preserve, Transfer Station and Recreational Fields; District 2: Fire Station and Public Safety Building, Sand & Salt Shed, and Lincoln School. Selectmen Kimberly Stacey-Horn asked about Goat Hill. Goat Hill was assigned to District 1. Discussion ensued to clarify responsibilities and concerns from the Treasurer regarding items to go out to bid for. Anything over \$10,000 will need to go out to bid and any projects to be done at these locations would need to be authorized by the Board. The Town Administrator will prepare document for signatures next week.

8. NEW BUSINESS

A. Mass Gathering Permits – Mr. Greg Martinez was in attendance this evening to present the details associated with his mass gathering permit applications and for the Board to grant said

permit. The permit was for a period covering June 11 through June 20 and involved two events within that time frame which would require said permit. The first event was a concert to be held on Saturday, June 12, 2021 from 6 pm to 10 pm. Mr. Martinez was working with the Acton Fairgrounds for parking, a private security company for onsite security and informing the Sherriff's Department. The second event is a Burnout Competition on Saturday, June 19, 2021 from 2 to 3 pm. This competition can have bursts of loud noise but is short lived; entire event, depending on number of contestants lasts approximately 40 minutes but is accompanied by a band to excite the crowd. The band wraps up by 5 pm. The Town Administrator noted to the Board that the Planning Board had cleared that larger events go to the Board of Selectmen. All requirements of the mass gathering permit application have been met.

Selectmen David Winchell Jr. made a motion to grant a Mass Gathering Permit for June 11 through June 20, 2021 to Iron Tail Saloon; seconded by Selectmen Kimberly Stacey-Horn. Vote 2-0; Selectmen Ed Walsh absent.

B. June Meeting Dates – The Town Administrator informed the Board that there were 5 weeks in June and with the elections occurring on June 8, 2021, the Town Administrator asked the Board to cancel the June 9, 2021 meeting. The Board agreed.

C. Pole Permit – The Town Administrator received a CMP Pole Application for Acton Ridge Road which she presented to the Board noting that municipal law requires a motion from the Board. Application was read aloud.

Selectmen Kimberly Stacey-Horn made a motion to approve the CMP pole application for pole #133 on Acton Ridge Road; seconded by Selectmen David Winchell Jr. Vote 2-0; Selectmen Ed Walsh absent.

D. Code Enforcement Officer – The Board of Selectmen read out the Code Enforcement Officer appointment.

Selectmen David Winchell Jr. made a motion to appoint Jason Sevigny as Code Enforcement Officer pursuant of Title 30A M.R.S.A. 2602 effective until June 30, 2022; seconded by Selectmen Kimberly Stacey-Horn. Vote 2-0; Selectmen Ed Walsh absent.

The Board next read aloud the E911 Addressing Officer appointment.

Selectmen Kimberly Stacey-Horn made a motion to appoint Jason Sevigny as E911 Addressing Officer pursuant of Title 30A M.R.S.A. 2602 effective until June 30, 2022; seconded by Selectmen David Winchell Jr. Vote 2-0; Selectmen Ed Walsh absent.

E. Transfer Station Superintendant Request – Selectmen Kimberly Stacey-Horn as liaison to the Transfer Station met with the Superintendant. Mr. Mann asked if the Transfer Station could be opened on Memorial Day, Monday, May 31, 2021. The policy states that it is supposed to be closed as it is a federal holiday. Selectmen Kimberly Stacey-Horn brought this up to the Board to be discussed; discussion ensued. The outcome was that this was a federal holiday, it was in the policy to be closed, it is too late to ask the staff to work as they may have already made plans, and the Board will consider opening the Transfer Station on Sundays next year prior to June 1, 2021. An option was given to possibly open on Tuesday following the Memorial Day holiday if the

Department so wished. The Town Administrator will reach out to the Superintendent next week regarding this schedule change.

F. Executive Session Personnel Matter 405 - 6- A.1

A motion was made by Selectmen David Winchell Jr. to go into Executive Session 405-6-A.1 Personnel Matter at 6:44 pm; seconded by Selectmen Kimberly Stacey-Horn; Selectmen Ed Walsh absent.

A motion was made by Selectmen David Winchell Jr. to come out of Executive Session 405-6-A.1 Personnel Matter at 7:11 pm; seconded by Selectmen Kimberly Stacey-Horn. Vote 2-0; Selectmen Ed Walsh absent.

The Board announced that they went through the interview process with three candidates for the Transfer Station open position and candidate C was chosen. The name will be held for public disclosure at this time until all are notified of the decision. The new hire's starting rate of pay will be \$14.00 per hour.

A motion was made by Selectmen David Winchell Jr. to hire Candidate C (name to be disclosed after all are informed) at the starting rate of \$14.00/hour to fill the Transfer Station's open position; seconded by Selectmen Kimberly Stacey-Horn. Vote 2-0; Selectmen Ed Walsh absent.

9. PUBLIC COMMENT

Dennis Long approached the Board to state that the property discussed earlier to be sold on the Town's behalf is in the Resource Protection area and if the building is removed, a rebuild cannot be done. Mr. Long recommended that the Board before making any decision to be aware of permitting and whether they can be granted because it will affect the property value as experience has taught him about grandfathered properties. The Board discussed comments surrounding grandfathered properties. The Town Administrator will ask the Code Enforcement Officer to write up guidelines.

Next Mr. Long brought up that the Planning Board appointment terms of 5 years was not currently being followed. The Town Administrator explained that this was because these appointments were a continuation of terms already established (not new appointments) and were filled as replacements until they expire. Once these terms expire, the new terms will be issued under those parameters and also staggered as dictated in the ordinance.

Lastly, Mr. Long commented on the Electrical Permitting statement issued by the Code Enforcement Officer and supported by the Board. Mr. Long cited that page 20 of the ordinance states that the Code Enforcement Officer was responsible for conducting electrical inspections unless the Towns people vote differently. Selectmen David Winchell Jr. stated there was no one certified at this time and that the State is responsible to handle and if there needs to be an ordinance change, it would need to be changed at a Special Town meeting. The Town Administrator told the Board that she would sort it out and update them of the findings.

10. ANNOUNCEMENTS: (Listed from the website)

- Absentee Ballots are now available for the June 8, 2021 Municipal Election.
- Effective June 1, 2021 the Town of Acton's Thursday's hours will change to 3:00pm to 7:00pm.

- The Town of Acton currently has two openings for Alternate Members of the Planning Board; please contact the Town Administrator for more information or if you are interested in serving.
- The Annual Town Meeting will be held at the Acton Elementary School on Saturday, June 19 at 9:00 am.
- The Town of Acton is currently accepting applications for a Full Time Firefighter/EMT (or higher).

11. MEMBERS PRESENT

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

12. ATTENDANCE

Jason Sevigny, Bruce Rideout, Greg Martinez, Dennis Long, Denny Long, Mike Long, Rollin Waterhouse, Joyce Bakshi, Adam Doliber, Will Langley, Virginia Doboer and Cheryl Drisko.

A motion was made by Selectmen David Winchell Jr. to adjourn at 7:13 pm; seconded by Selectmen Kimberly Stacey-Horn. All present in favor.