

# TOWN OF ACTON SELECTMEN'S MEETING

July 14, 2021

6:00pm

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

## 2. TOWN ADMINISTRATOR WEEKLY UPDATE

- The Town Administrator informed the Board that an Article 43 application has been received and will need to be added to tonight's agenda. The Board chose to add it as item G.
- Demo Permits – The Town Administrator reminded the Board that the use of Demo Permits was relaxed while waiting to fill the Code Department with staff. The Town Administrator further reminded the Board that the permits were originally established so that the Transfer Station could confirm that building permits were pulled for the work. Discussion ensued. Outcome: The Board decided to revisit the use of permits in 6 months.
- The Town Administrator recapped that there was a public comment at the last Board of Selectmen's meeting regarding concerns on the depiction of boundary lines. After speaking with the Assessor, the black dotted lines were the correct lines and they will work on removing other lines.
- The Town Administrator notified the Board that the Code Enforcement Officer has completed two more certifications: Residential Building Codes and Subsurface Wastewater Disposal Tanks. This makes four certifications done in the five weeks he has been onboard.
- Recreation Department and Gates – The Town Administrator told the Board of Selectmen that the Recreation fields have not been locked as requested. The Chair has asked that the Board reconsider the decision to lock the fields; reasons listed were access to fields for home school groups and other interested parties, the addition of cameras and added signage and the creation of a potential hazard for people to have to park on the roadside. Discussion ensued. Outcome of the discussions was for the Gate to be locked as originally intended with a code system and have those interested in using the facilities to call and get the code. Code will be changed frequently. The Town Administrator will take code calls and record on a log, that way, if there is any damage done to the facilities, the last person can be contacted. Springvale Hardware will be considered for lock purchase.
- The Town Administrator announced that Carol Ward, Recreation Committee Member has secured swimming lesson at the YMCA for Acton residents at a very affordable rate; less than 1/3 of what the YMCA normally charges. Sign-ups will be held and paid for at the YMCA. Insurances are in place and the activities will start around the end of August.
- Planning Board Training on July 20, 2021 has been scheduled for the Board of Selectmen, Planning Board Members and Code Department.
- The Zoning Board of Appeals met on Monday, July 12, 2021 to hear an ongoing application. Five minutes before the meeting start, the application was withdrawn. The Zoning Board of Appeals continued the meeting to review a new appeal application received and set a public hearing date for Monday, August 2, 2021. Abutter letters have been sent and this meeting will be posted in the paper.
- The Town Administrator announced that a resident was looking for historical information on Balch Lake. If anyone has a contact they wish to share, please let the Town Administrator know. There were two recommendations made during discussions: Historical Society and Wesley Ham. The Town Administrator will reach out to the resident with the Historical Society's number and then to Mr. Ham to contact the resident.

- The Town Administrator indicated it was Town Report compilation time now that the fiscal year has ended. The Board of Selectmen slated the date of August 20, 2021 as the deadline date for all departments to complete their sections. The Town Administrator reminded the Board that they also needed to consider the dedication portion of the report and to provide a summary of the year in review; highlights of past Selectmen meetings will be provided to assist with that write-up.
- A letter has been received from Ashbury Lane Road Association granting permission to convey across that road during a road closure project.
- The Town Administrator and Deputy Town Clerk have taken the Truck Register Classification certification class which will permit them to increase what can be done at the Town. This will be an Acton service only and not extended to any neighboring towns.
- Selectmen Ed Walsh expressed that the Town lost a valued member of the community; Mr. Tim Robichaud. Condolences to the family; services to be held Sunday.

**3. WARRANTS/BILLS - Signed**

**4. APPROVAL OF AGENDA**

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

**5. MINUTES OF LAST MEETING**

**Selectmen Kimberly Stacey-Horn made a motion to approve the June 30, 2021 and July 8, 2021 minutes as written; seconded by Selectmen Ed Walsh. No discussion. All in favor.**

**6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

Will Langley approached the Board to give an update culvert work being completed. The road no longer needed to be shut down; work will be finished up during the rest of the week.

**7. OLD BUSINESS**

**A. Canal Road Update**

Selectmen David Winchell Jr. updated that the abutments are in place on the Wakefield side of the bridge project are in place and the project has started.

**8. NEW BUSINESS**

**A. Transfer Station Compactor Pad**

The Transfer Station Superintendent brought in two quotes for a new Transfer Station Compactor pad. These quotes exceeded the \$5,000 criteria and should, according to policy, be done via the sealed bid process. The Town Administrator indicated neither quote has yet been seen by the Board. The Town Administrator asked the Board how they wanted to proceed. Pertinent sections of the purchasing policy were read aloud to be acted upon. Discussion ensued regarding the Board's purchasing policy inconsistencies, the compactor pad project details and whether the Board wanted to go out to bid or take these quotes into consideration. The Town Administrator recommended the Board address the Purchase policy and either rewrite or make edits to it to reflect what they as a Board wanted it to reflect moving forward. Outcome of the discussions were that the Board will consider these quotes tonight and review the Purchase Policy for changes. There is enough money budgeted in the Compactor account to cover these quoted expenses.

Quotes were read aloud:

- Patrick Stevens Construction \$11,000.00
- Once Again Farm, Dave Langley \$16,770.40

**Selectmen Ed Walsh made a motion to award the Compactor Pad construction to Patrick Stevens Construction for the amount of \$11,000.00; seconded by Selectmen David Winchell Jr. No discussion. Selectmen Kimberly Stacey-Horn abstained. Accepted quote was initialed by the Board Chair.**

#### **B. Road Committee**

The Town Administrator notified the Board that Pat Stevens declined the Road Committee appointment. There are openings and before they are announced to be filled, the Town Administrator will review the ordinance regarding this matter and report back to the Board at their next meeting.

#### **C. Social Service Payments**

The Town Administrator passed on a request from the Treasurer to be permitted to disburse the Social Services payments in one payment this year instead of two payments which was the standard in past years. There are no concerns regarding cash flow issues as was exhibited in the past when that standard was put into place. The Board agreed.

**Selectmen Ed Walsh made a motion to pay the Social Services as one payment this year in October; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

#### **D. LRAP Funds**

The Town Administrator presented the LRAP paperwork received from the Treasurer to be signed by the Board. Selectmen David Winchell Jr. explained the LRAP funds.

**Selectmen Ed Walsh made a motion to sign the LRAP paperwork granting \$48,888 to be split by both Road District Commissioners; seconded by Selectmen Kimberly Stacey-Horn.**

#### **E. Appointments**

The Town Administrator indicated that Brandy Senecal and Yoli Gallagher were both Zoning Board of Appeal Alternate Members and one was needed to be chosen to move up into a regular member position; inciting that Brandy Senecal sat as an Alternate Member longer, was the person chosen to move up.

**Selectmen Kimberly Stacey-Horn made a motion to appoint Brandy Senecal as Zoning Board of Appeal Member pursuant of Title 30A §2602 effective until 6/30/2022; seconded by Selectmen Ed Walsh. No discussion. All in favor.**

The Town Administrator informed the Board that Mr. Tom McGurty has stepped forward to be on the Capital Improvement Committee.

**Selectmen Kimberly Stacey-Horn made a motion to appoint Tom McGurty as a Capital Improvement Committee Member pursuant of Title 30A §2602 effective until 6/30/2022; seconded by Selectmen Ed Walsh. No discussion. All in favor.**

The Board moved Item G. and H. before the Executive Session, Item F.

**G. Article 43 Request**

An Article 43 application has been received from the Wilkins Road Association for the Boards review and consideration. The Road Association will be holding a meeting on the 19<sup>th</sup>.

**H. New Hire update**

Selectmen Ed Walsh indicated that he was a part of the Fire Department interviews and that even if indicated otherwise on Social Media, there has been no one hired. The process is still ongoing and no decision nor offer has yet been made.

**F. Executive Session 405.6.A.1. - Personnel**

**Selectmen Ed Walsh made a motion to go into Executive Session pursuant of 405.6.A.1 personnel matter at 6:45 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

**Selectmen Ed Walsh made a motion to come out of Executive Session pursuant of 405.6.A.1 personnel matter at 7:23 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.**

**9. PUBLIC COMMENT**

Rollin Waterhouse approached the Board to thank them for speaking up about the new hire situation on Social Media and clarifying no offer has yet been made.

Mr. Waterhouse further commented on the Board's Purchasing Policy and recommended the Board completely rewrite the policy as it covers a lot of work done in the Town. It is currently not a fair policy and the \$1,000 versus \$5,000 sections are not followed consistently.

**10. ANNOUNCEMENTS**

07/15/2021 - Planning Board Meeting 6:00pm

07/15/2021 - Mary Grant Committee @ Preserve 6:30pm

07/19/2021 - Recreational Committee 5:30pm

07/19/2021 - Road Committee 7:00pm

07/22/2021 - Planning Board Public Hearing Re: Map 251 Lot 008 Sub 001 6:00pm

07/28/2021 - Board of Selectmen 6:00pm

**11. MEMBERS PRESENT**

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

**12. ATTENDANCE**

Rollin Waterhouse, Joyce Bakshi, Adam Doliber, Will Langley, Joe Ruma, Katelyn Long and Cheryl Drisko.

**A motion was made by Selectmen Ed Walsh to adjourn at 7:24 pm; seconded by Selectmen Kimberly Stacey-Horn. All in favor.**