

TOWN OF ACTON SELECT BOARD MEETING
July 5, 2023
6:00pm

MINUTES - APPROVED

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

David Winchell Jr. called the meeting to order at 6:02pm.

2. WARRANTS/BILLS - signed

3. APPROVAL OF AGENDA

Edward Walsh made a motion to approve the agenda; seconded by Tom McGurty. All in favor. Motion carried.

4. MINUTES OF LAST MEETING

Tabled – June 28, 2023

5. TOWN ADMINISTRATOR WEEKLY UPDATE

The Town Administrator, Jennifer Roux, advised the public hearing notice has been sent out – It states that on Wednesday, July 12, 2023, the Select Board Members are seeking public input on proposed uses of Excess Unassigned Fund Balance (i.e., Capital Improvement; Tax Relief; and Investment Opportunities). All property owners' input is welcome: if you are unable to attend and would like to send in your thoughts and suggestions to be read aloud that evening, please send them to the Town Administrator.

McGurty advised he will put together one or two schedules: one for last year 2023 and 2024, by department so residents can see what the changes have been; and one with estimated revenue and expenses as well as reserves, to view interactively with the town residents.

Roux announced the Treasurer and Financial Director of the school have pulled PNLs (profit and loss statements), and five years' worth of County School and Municipal percentages.

Roux reviewed the notable events with the Sheriff's department:

- Domestic violence assault in Shapleigh.
- Belongings found on Emery Mills Road in Shapleigh: surveillance showed an altercation between a man and women, which has been handled.
- On June 12, there was a crash on Route 109 in Acton: the individual went off the road and collided with a boulder, then fled the scene and was found later.
- On June 23, a female from Shapleigh was arrested for assault of an emergency medical care provider.
- On June 26, there was a stolen motorcycle on route 109 in Shapleigh: the investigation is ongoing.
- An unattended death on Fern Drive in Shapleigh has been turned over to the ME Case.
- On June 29, an individual was arrested for operating under suspension, falsely attaching plates and an existing warrant. The individual crashed their motorcycle into an oncoming vehicle on Back Road in Shapleigh.

Walsh questioned status with the Sheriff. Roux advised a recent email was received from the Town Administrator of Shapleigh to both Roux and the Sheriff, questioning the contract that expires in December. The Sheriff indicated that he would reach out to further discuss the contract. Walsh questioned the length of the contract. Roux advised that it is one year. Walsh confirmed previously, it was three.

Discussion ensued on the details of the contract: confirmation of when and how the Deputy used his time when contracted with Shapleigh and Acton; where the vehicle was located during contracted hours with the Town; and if the vehicle was being used in other towns when on contract with Shapleigh and Acton. As well as alternate options for the contract in the future.

Roux advised that an email was received from the Sheriff indicating a more standard contract for towns as well as interest in continuing the contract for the upcoming year.

Roux discussed a potential meeting with Acton and Shapleigh Select Board Members to discuss the deputy contract.

Roux advised of the presentation for the Oldest Town Resident, Wednesday, July 19th at 4:30pm.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

William Langley, Dist. One Road Commissioner:

The West Shore Drive Street sign was stolen; it has been replaced. Mann Road street sign has also been stolen and replaced. H Road and Acton Ridge Road signs have been knocked over and repaired. A call was also received about the 13th Street sign, which Adam Doliber, Dist. Two, Road Commissioner, will address. Langley advised that washouts from the weather will start to be addressed and rectified.

7. LIAISON UPDATES

Tom McGurty advised that work with the Treasurer has been completed: Investments have been updated. \$4 million has moved from Partners Bank to TD Bank to begin investing. Partners updated our Sweep Account to 4.5 percent.

Roux advised that she received an email from Mark Roy regarding a meeting with Kelly, Tom, Mark Roy and his associate, which should last approximately four hours, Thursday, July 13.

Roux advised the Audit is scheduled for the last week in August.

Roux advised the roof at the Fire Station has been fixed. There was a leak, and the prior contractor came out to repair the issue.

Norwood to meet with Mr. Ross on the School Committee and Forest Committee next week.

Winchell, Jr. met with Sam from the Rec Committee and the Rec Committee is looking for members and reconfiguring duties of the director and committee. McGurty suggested handing out flyers to families expressing interest in joining the Rec Committee.

Walsh advised that he spoke with Robin Ham at the Transfer Station to set up a time to meet and discuss the needs of the Transfer Station and he will do the same with the Fire Department.

8. OLD BUSINESS

n/a

9. NEW BUSINESS

A. Road Assessment

Roux announced that the Town received a proposal from Sebago Tech. regarding getting an engineer on the payroll to eliminate going out to bid every time the Town needed an Engineer. During budget season, the Town asked for different proposals. Now that the article has passed, we can start to make decisions. The first proposal is for a town wide road assessment: the scope of the work spells out what they are going to do; proposed meetings to discuss the Road Rehabilitation Project; site visits and photos to inventory the roads; daily traffic volumes; summary of reports; and a final meeting to go over the road assessment.

McGurty questioned if we have any of this material already in the system that can be used. Is this information already available to the public through the State?

Langley and Roux confirmed there are preliminary assessments in RSMS. Langley also confirmed road counters have been out in Acton streets.

Walsh made a motion to sign the contract with Sebago Tectonics #230355 for the Road Assessment at \$18900; seconded by McGurty. Public Comment – n/a. All in favor. Motion carried.

B. Transfer Station Assessment

Roux announced the current proposal has three different fee schedules. Robin is pending a meeting with Eric. McGurty brought discussion about the ability to see the scope and potential to alter the fee schedule. Winchell, JR. addressed a motion to approve pending schematic design with ability to amend fee schedule afterwards.

Suggestion to make a motion to move forward with survey services and schematic design to start number 1 and 2. The company has been on site twice to date. McGurty questioned scope of services being addressed? Entrance and creating road up by steel for returns.

McGurty made motion to move forward with Sebago Tecs proposal for survey services and schematic design up to \$9750; seconded by Walsh. Public comment – n/a. All in favor. Motion carried.

C. Town Report

Roux confirmed a Maine State Statute was provided last week – what is legally required to be in the Town Report? Record of financial transactions; statements of assets and liabilities; list of delinquent taxpayers; post audit report; name and address of the auditor; comments from the auditor and suggestions for improving financial administration; comparative balance sheet; statement of department operations; names of persons issued concealed handgun permits; and copies for distribution. McGurty confirmed this is all audited information and the Town will need to wait for the Auditor. McGurty questioned the date this needs to be filed? Roux confirmed the Town Report should be available in the Town Office three days before the Annual Meeting. Roux confirmed we had a copy in the office and the Town was in compliance with the State Statute.

Roux confirmed discussions need to begin regarding dedications and deadlines (as we will be sending out a memo to the Department Heads and Committees), and the Audit Report.

McGurty suggested working with the accountant to have a financial report available for the community.

Roux will put together a schedule of dates for the next meeting to distribute to the department heads.

D. Set Liquor License Public Hearing

Roux advised that Iron Tails was in and dropped off their annual request for their liquor license: proposing a public hearing for July 19.

E. Mass Gathering Permit

A renewal for the Volkswagen show, which is a yearly event. The Town has never received and calls or complaints, no issues with the Sheriff's Department or traffic have been identified. August 6 at the Acton Fair Grounds.

McGurty made a motion to approve the Mass Gathering Permit; seconded by Walsh. Public Comment – n/a. All in favor. Motion Carried.

Permit signed.

Roux advised that concerns came into the Town Office regarding traffic on 13th Street for the Renaissance Fair. Traffic control will be handled by the Sheriff's Department. Winchell, Jr. suggested the Fire Chief coordinates run throughs to confirm they can pass in an emergency.

F. Executive Session 405 6 A 1 - Personnel Matter

McGurty made a motion to go into Executive Session 405 6 A.1. for a Personnel Matter, seconded by Walsh. All in favor. Motion approved.

Walsh made a motion to come out of Executive Session 405 6 A.1 for a Personnel Matter at 7:24pm; seconded by Norwood. All in favor. Motion carried.

G. Appointments

**McGurty made a motion to appoint to the Planning Board Committee: 3 Year Term expiring June 30, 2026: Gavin Maloney, Adam Brock, and Patricia Pearson
Seconded by Norwood. All in favor. Motion carried.**

McGurty made a motion to appoint to the Mary Grant Committee: 1 Year Term expiring June 30, 2024: Richard Neal, Dan Krampetz, Tammy Krampetz, Virginia Bebeoer, Linda Leck, and Kelly Collins; seconded by Walsh. All in Favor. Motion carried.

Appointments signed.

We are still looking for an Alternate Planning Board Member, 1 member of the Mary Grant Committee, and several members of the Rec Committee.

10. PUBLIC COMMENT

N/A

11. PENDING

- A. Transfer Station Assessment
- B. Iron Tails liquor license

12. ANNOUNCEMENTS

July 6, 2023 Planning Board 6:00pm
July 10, 2023 Cemetery Committee 6:00pm
July 11, 2023 Recreation Committee Meeting 5:00pm
July 12, 2023 Special Town Meeting/Public Hearing To Follow 6:00pm
July 19, 2023 Boston Post Cane Presentation 4:30pm
July 19, 2023 Select Board Meeting 6:00pm
July 26, 2023 Select Board Meeting 6:00pm
July 27, 2023 Road Committee Meeting 6:30pm

Norwood made a motion to adjourn the meeting; seconded by McGurty. All in favor. Motion carried.

13. MEMBERS PRESENT: Jennifer Roux, David Winchell, Jr., Tom McGurty, Edward Walsh, Daniel Norwood

14. ATTENDANCE: William Langley, Robin Ham, Joe Ruma, Deb Lopez, Joyce Bakski, Dan Krampetz