

**TOWN OF ACTON SELECT BOARD MEETING**

**October 18, 2023**

**6:00pm**

**MINUTES**

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

**Winchell, Jr. called the meeting to order.**

**2. WARRANTS/BILLS**

**Signed.**

**3. APPROVAL OF AGENDA**

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

**4. MINUTES OF LAST MEETING**

**Norwood made a motion to approve the minutes from the October 11<sup>th</sup> Select Board meeting; seconded by Walsh. All in favor. Motion carried.**

**5. TOWN ADMINISTRATOR WEEKLY UPDATE**

An email notification was received from the Department of Transportation regarding the Route 109 project running through the town. The notification indicated that the proposed project involves part of the town's land (a map and detailed analysis were included) and the DOT is willing to have discussions about whether the land is borrowed or taken. An assessor will be out to view the property and there will be a meeting to further discuss the property, in which the town has been invited to participate. Roux confirmed participation in the meeting.

An email was received from Curtis Earth Works with an update for the culvert project:

- On Monday, October 23, base pavement will be put down by Allstate Material.
- On Wednesday, October 25, guardrails will be installed.
- The final topcoat of asphalt will be scheduled accordingly with Allstate Materials so they can complete the culvert area and the rest of West Shore Drive.

Winchell, Jr. confirmed with Langley that further communication has occurred with Allstate regarding the gap in the pavement. Langley advised this has been resolved.

Ballots for the November election have started to go out.

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

Will Langley, Dist. 1 Road Commissioner

Follow up regarding the culvert on H Road: Langley contacted two companies regarding the slip lining, one company will be available to meet tomorrow (Thursday, October 19) and the other will be available next week. Langley has also reached out to the engineering company and was able to meet yesterday to view the culvert. The engineer indicated potential for failing railroad ties: they are starting to rot. Winchell, Jr. questioned if they were part of the headwall. Langley confirmed and wanted to review with

the Select Board prior to making decisions with the engineer. Langley advised that this would need to be handled next fiscal year.

Dan Krampetz, APAT and Mary Grant Committee

There is an issue communicating with the cable channel today, due to the internet outage.

Due to the incoming weather, the pumpkin carving will be postponed. If the weather does not resolve plans are being made to partner with the PTG at the School to hand out pumpkins at the Trunk or Treat. Updates will be posted on the Mary Grant Facebook page and What's up Acton Facebook page.

We still need pumpkins for the event – at least 50 more are needed.

## **7. LIAISON UPDATES**

McGurty: Warrant & Finance / Town Finances, APAT, Cemetery

The Warrant & Finance committee will have their first meeting on Monday and will appointment a Chair. APAT will come and speak with the Select Board next Wednesday. The Cemetery Committee met on Monday: Tom was unable to attend.

Walsh: Roads & Road Committee, Fire Department, Transfer Station

The Acton/Shapleigh Historical Society met on Sunday at the Lincoln School and completed a walk through. The building does not look to be in bad condition. The only thing that immediately needed to be addressed was the metal roof needed a few areas tacked down, which was taken care of on site. There is no running water in the building, and the electricity is not up to date. Depending on what the town plans to do with the building, would determine what would need to be addressed. McGurty suggested requesting public comment along with the old gym.

Norwood: School Department, Capital Improvement, Conservation / Forest

The School Department invited the Select Board to participate in the ALICE Safety program on Thursday, November 2 at 6pm in the gymnasium. This is an active shooter training that the school participates in: ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. The public is invited as well to view what the staff is trained to do.

Winchell: Code Enforcement / Planning Board, Recreation Committee, Mary Grant

The Recreation Committee is meeting on Friday, and Winchell, Jr. will be in attendance.

Roux announced that she received an email from someone interested in joining the Mary Grant Committee. Roux invited them to sit down with Winchell, Jr. next week.

## **8. OLD BUSINESS**

A. Fire Station – Engine 2 Repair

Roux advised that Chief Ham has reached out to three companies for estimates and obtained two. Roux attempted to reach out to the third company also but has not heard back. The two estimates are apples to apples: Ham recommended Reliance Equipment, which was \$26,700-\$27,000: the other estimate came in over \$32,000. Reliance Equipment has also been used by neighboring towns and those towns have

provided good references. Reliance is approximately 8 weeks out to begin repairs if parts are ordered tomorrow.

**McGurty made a motion to accept the bid from Reliance Equipment, not to exceed \$27,000; seconded by Norwood. All in favor. Motion carried.**

B. Sand Bids

Langley spoke with the lowest bidder, and he does not have enough trucks to accommodate a timely delivery. The next lowest bidder was Landscapers Depot at \$13.25, Langley spoke with them and confirmed availability. Langley recommends Landscapers Depot: indicating they have supplied the town the last few years.

**Walsh made a motion to go with Landscapers Depot for the winter sand at \$13.25 per yard; seconded by Norwood. All in favor. Motion carried.**

C. Old Gym / Fitness Center

Norwood and Walsh reviewed the TRC appraisal last week to make suggestions to the Board to assist with deciding how to proceed. Norwood would like to get more clarification on conditions.

Walsh does not suggest doing anything with the old fire building: they were moved out due to mold and no insulation. Winchell, Jr. indicated that he would like to see a new town building. McGurty would like community input and then to engage a planner to develop a more concise plan on how to proceed.

Roux indicated it is time to run a public hearing regarding general assistance, and suggested we include discussions on the old gym/fitness center in the same hearing.

D. Lawn Care Bid

Roux provided a draft for the Lawn Care Bid to review. Norwood questioned if Bush Hogging was to be included in the Lawn Care Bid. Winchell, Jr. suggested adding an asterisk for Bush Hogging as a second bid option. This would allow companies to submit a bid for Lawn Care and Bush Hogging as appropriate. Roux will update for publishing.

## 9. NEW BUSINESS

A. Article 43 – Payment Disbursement Timeline

At a previous meeting, funds distribution was discussed. Some associations want the funds in advance, discussion also suggested payment upon completion of the work to be able to confirm work has been completed. Walsh received an email regarding payment disbursement. Walsh indicated he doesn't believe payment should be issued until work is completed. Winchell, Jr. advised if payment is issued in advance and then the job is delayed for weather and/or work-related delays or not completed/cancelled, the town then must chase down the funds to confirm work is completed. Winchell, Jr. indicated that the Road Committee Chair and/or Liaison should be looking to make sure work is completed prior to releasing payments. Roux reviewed the potential timeline: work completed; Committee Chair notified of completed work to view completion of project; once confirmed completed, the Road Committee will notify the Town of the request to issue payment.

McGurty questioned any recent law changes: Roux advised per Mr. Long there were some changes regarding roads that the Road Committee was to be looking into. It was further addressed as changes to private roads not public roads.

Langley noted an upcoming class in Saco addressing new rules: he will be attending and bringing information back to share with the Select Board Members.

B. 2024 Budget Process

McGurty has spoken with Mark Roy and the Select Members and would like to look at starting the budget process immediately, with a goal of completing the budget process by March. At which point discussion can occur regarding the format and the timeline to approve the Town Budget. McGurty would like to invite Mark to a Select Board Meeting to discuss the budget process and budget development with other towns; and how he engages department chairs, Warrant and Finance, Select Board, as well as to further discuss timeline.

Bakshi thinks this is a good idea. The School Board has their budget to the town by March each year.

C. Abatements

Multiple Abatements have been received, however with the internet being down, Roux was unable to go through many. The first up for review are as follows:

203-024-001 – Missing Homestead and Veteran Exemption – the property owner sent the paperwork in on time and the assessor missed it.

111-009 – Incorrect acreage listed 31 instead of 3.6 acres. The town has the right to go back three years and that was the recommendation. There is a tax decrease for three years for the difference of acreage.

147-046 – Land was originally billed at 240 ft of road frontage: it is only 150 ft of road frontage. There is a valuation decrease of the land.

229-008 – Homestead Exemption left off the tax bill by mistake.

**Walsh made a motion to approve the abatements as submitted; seconded by Norwood. All in favor. Motion carried.**

D. Traffic Detail

McGurty spoke with the Sheriff's Department to discuss the possibility of adding additional time for our deputy for traffic control in the town. How many hours is unclear. McGurty has requested an hourly rate to understand the cost to the town. This would be over and above what we have already contracted. There are a lot of concerns about speeding in the town and the Select Board wants to address this concern. McGurty also indicated that there should be discussion on hiring a full-time officer for the town. Does the community want to invest in this; especially given the large increase in residence over the summer months. Winchell, Jr. continued advising there had been previous discussions around the Town having its own police presence.

E. Executive Session - Personnel Issue 405 6.A.-1

**Norwood made a motion to go into Executive Session – Personnel Issue 405 6 A-1; seconded by Walsh. All in favor. Motion carried.**

**Norwood made a motion to come out of Executive Session – Personnel Issue 405 6 A-1 at 7:45pm; seconded by Walsh. All in Favor. Motion carried.**

## F. Resignation

Winchell, Jr. announced that Adam Doliber has offered his resignation as District Two Road Commissioner. Roux read the resignation letter. Winchell, Jr. extended his thanks to Doliber for his last three years of service to the Town of Acton.

**Walsh made a motion to accept the resignation of Adam Doliber with regret; seconded by McGurty. All in favor. Motion carried.**

## G. Appointment

During the Executive Session, discussion included having a road commissioner in place in case of an emergency and with winter around the corner. The Board has asked William Langley to be the Interim Road Commissioner for the next 30 days (if not longer) with the potential to start the search for a new Road Commissioner.

**McGurty made a motion to appoint William Langley as Interim District Two Road Commissioner through November 15, 2023; seconded by Norwood.**

**Open to public comment – n/a**

**All in favor. Motion carried.**

## 10. PUBLIC COMMENT

Denis Long

Regarding the lawn care bid, will the cemeteries be included in the lawn care bid. Winchell, Jr. questioned which cemeteries and/or how many would need to be included. Long indicated that the town has taken over 5-6 cemeteries, and each cemetery has a budget. McGurty questioned who currently maintains the cemeteries. Long advised that years ago the town took care of the cemeteries, Robin Ham also maintained them at one point. McGurty continued that he thought they were maintained by volunteers. Roux advised contact will be made with the Cemetery Committee to discuss maintenance of the cemeteries and how to proceed.

Long also wants to thank Adam for the work he has done for the town.

Approximately a month ago, Long wanted to address changes with Article 43. He believes the Road Committee will be reviewing the changes and conducting further investigations to bring them forward to the Select Board.

Joyce Bakshi

The Owls went to the York County Jail and the visit went well. It provided a great understanding of where taxpayers' money goes.

With regards to the gym, one of the primary reasons it was closed was due to health issues. Winchell, Jr. confirmed there was a public hearing regarding the gym regarding closures and the potential to reopen. Now, the public hearing will be regarding the building: to fix, replace, turn into a parking lot. What do the residents suggest the town does with the building.

**11. PENDING**

- A. Ordinance: Moorings in Waterways
- B. Speed Trailer / Boxes

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

**12. ANNOUNCEMENTS**

On Website

**13. MEMBERS PRESENT: Select Board Chair, David Winchell, Jr., Select Board Members, Tom McGurty, Ed Walsh, and Daniel Norwood, Town Administrator, Jennifer Roux**

**14. ATTENDANCE: Dan Krampetz, Will Langley, Joe Ruma, Chris Langley, Robin Ham, Adam Brock, Sue Walsh, Joyce Bakshi, Dennis Long**