

**TOWN OF ACTON SELECT BOARD MEETING**

**November 1, 2023**

**6:00pm**

**PUBLIC HEARING: GENERAL ASSISTANCE**

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

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

**PUBLIC HEARING: GENERAL ASSISTANCE**

Roux provided the General Assistance maximums for York County for 2022-23 and 2023-24, advising they are reviewed annually by the state and recommendations are made for any potential changes. This requires the towns to adopt the new figures that the state sets. Once adopted by the Town, these are the figures that are used.

For households there was an increase (depending on the size of the household, (1-5 people) between \$82 and \$230; the food maximums were increased between \$10-\$60; housing maximums were increased between \$80-\$222; electrical, heating, personal care and supplements for households have not changed.

The Town needs to adopt the General Assistance Ordinance as well; the last adoption was back in 2017.

Public Comment: N/A

Public Hearing closed at 6:09 pm

**2. WARRANTS/BILLS**

**Signed**

**3. APPROVAL OF AGENDA**

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

**4. MINUTES OF LAST MEETING**

**Norwood made a motion to approve the minutes from the October 25, 2023, Select Board Meeting; seconded by Walsh. All in favor. Motion carried.**

**5. TOWN ADMINISTRATOR WEEKLY UPDATE**

As previously mentioned by Norwood, Acton Elementary School has adopted a new safety protocol, A.L.I.C.E. ALICE trainer is Joe Jordon from the Sanford Police Department. Jordon is a Sanford High School graduate, a U.S. Air force Veteran, he serves on the York County Special Response Team, he is a Combat Care Instructor, and he has been an ALICE trainer for the last three years. Jordan and the Superintendent of the school will be facilitating a safety forum on Thursday, November 2, at 6:00pm at the Acton Elementary School Gym. It is open to anyone that wishes to attend. Norwood confirmed he will be present.

Absentee Ballots are available in the Town Office until Thursday, November 2. After November 2, if you meet special circumstances (as defined by the Secretary of State's Office), you will be able to still obtain an Absentee Ballot. Virginia Shea and Shelia Conway will be serving as Wardens; Bernard Broder, Don Van Sinderen, Nancy Ruma, Jeanette Bearse, Gary Broniarczyk, Estelle Gore, Chelsea Kenyon, Tammy Krampetz, Ann MacEachern, and Virginia Deboer will be working as Ballot Clerks throughout the day. Roux appreciates if window transactions can wait until after Election Day.

The Lawn Care Bid is out: it is on the website, it was posted in the Reporter, and it has been mailed to six local contractors.

The Town's General Assistance audit was completed on Tuesday, October 31: we received a letter from the Department of Health and Human Services, stating that the Town is in compliance and received a gold star.

Roux reviewed the Sheriff's Log: an arrest in Shapleigh for a warrant charging the individual for failure to stop and operating without a license; on October 11, a call to Cross Road in Shapleigh for a suspicious male, identified as having bail conditions not allowing him in the state of Maine, he was apprehended and taken into custody; on October 17, the Sheriff's Department completed a mandatory inspection, to confirm all equipment in proper condition; sentencing for the 2021 Mother's Day fatal motorcycle crash, the individual was sentenced to 12 years in prison, with six years of supervised probation, a \$2100 fine and loss of right to operate a motor vehicle for ten years; and on October 25, the Sheriff's Department was awarded \$39,000 for grant money to be used towards dedicated high visibility traffic enforcement.

McGurty questioned the grant. Roux continued that the grant allows deputies to work four-hour traffic details focusing on drivers speeding.

Roux noted the ongoing issue with Transfer Station gate for the compactor: the company was at the Transfer Station today to view the gate and would be back before the end of the week to fix the gate. The replacement will be \$1,100, it is \$100 over policy, however, as this is an emergency it will not go out to bid.

Our Assessors sent an email advising the Towns Tax Stabilization Forms have been completed for reimbursement through the State of Maine: Acton is looking at receiving \$32,726. The Town had 203 approved stabilization accounts.

The Transfer Station will be closed on Saturday, November 11, in honor of Veterans Day.

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

William Langley, Road Commissioner

All the sand/salt has been put up. 2300-2400 yards were hauled in, with a total amount currently of 3,000 yards. There are 400-500 tons of salt left.

Samantha Singleton, Rec Director

With no middle school boys' basketball team this year, the rec would like to offer a travel team. An anonymous donor has come forward and wants to pay the funds to run this program: to include registration fees, uniforms, and practice gear. Winchell, Jr. emphasized this program as a way to keep local kids active as they get into higher levels of education.

Singleton presented an updated registration form for Travel Basketball.

Winchell, Jr. questioned the coach preference section. Singleton indicated that this was up for vote at the Recreation Committee Meeting and the committee voted to keep this on the form. Winchell, Jr. addressed concerns with coach preference. Norwood expressed agreement with Winchell, Jr. regarding potential to limit skill set. Singleton will remove the coach preference.

Singleton reviewed the timeline for the sports starting this month. Roux indicated background checks for coaches are pending, as they have not been received, and requested follow-up.

The committee suggested an Acton Recreational Parent Active Code of Conduct contract, which has been drafted per other contracts with other local towns. It is requested that the Code of Conduct be signed at uniform pick up.

The committee also suggested a 2024 season survey, to help figure out how many children in town have an interest in specific sports. A suggested survey has been provided for review. Singleton expressed concerns primarily for baseball, due to lack of interest after a certain grade level. Winchell, Jr. previously suggested reaching out to Sanford. If the Town of Acton can't provide adequate accommodation locally, what can we do as a town to encourage participation in other local towns. Winchell, Jr. questioned the ability to set up baseball similarly to swimming, with a rec fee paid to the town and the town to cover the remaining cost.

McGurty questioned the budget. Singleton indicated this was not considered in the current budget: however, with not paying for uniforms, the budget may be adjusted accordingly.

McGurty expressed thanks to the anonymous donor for the travel basketball team on behalf of the town.

## **7. LIAISON UPDATES**

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

N/A

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

Walsh advised he is setting up a meeting with the Fire Chief regarding schedules and speaking with the Transfer Station regarding some issues.

Norwood: School Department, Capital Improvement, Conservation / Forest

Norwood was at the PTG event, announcing the Mary Grant Pumpkin hand out went well and was a great event.

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

Winchell, Jr. advised no updates with Code Enforcement/Planning Board or Mary Grant. Communication has been ongoing regarding the upcoming basketball season with the Recreation Committee. Winchell, Jr. suggested, at some point, the Town should discuss a potential policy regarding what gets shut down in case of local emergencies (such as the recent event in Maine).

## **8. OLD BUSINESS**

A. Traffic Detail - Sheriff's Department

Roux spoke with the Sheriff this morning with some additional ideas, Roux reiterated what the Board was looking for. There have not been any additional emails received regarding confirmation of the suggested Traffic Detail.

Tabled until next week.

## 9. NEW BUSINESS

### A. November BOS Meetings

As there are five Wednesdays in November, Roux suggested cancelling the meeting on November 22, prior to Thanksgiving. The Board agrees to cancel the meeting on November 22.

Roux also advised we are prepping for our 2<sup>nd</sup> annual Neighbors Helping Neighbors Thanksgiving Dinner. Last year, the town hosted over 70 people and had great support to put on the event. We have received requests for this dinner again. This year we will be planning a dinner as well as providing baskets per request for families to take home. We are currently taking RSVP's and have had lots of support with donations and volunteers for the day of the dinner.

### B. Rec Shed Purchase

Samantha Singleton, Recreation Director

The Recreation Committee has narrowed it down to three sheds:

First choice is from Hill view Mini Barns (111 and Jackson's Corner)

14x24 woodshed, will be delivered, gravel base will be put down and leveled prior to delivery by Hillview Mini Barns

Winchell, Jr. indicated stone is preferred over gravel and will go into more details why.

1 - 6ft x 73 1/2in double-door

1 - 36in x 73 1/2 in single-door

2 gable vents

1 – 6ft x 4ft pressure treated ramp

Unknown number of windows

\$10,010.95

Second choice is from Crazy Moose Amish Outlets – located in Northern Maine

14x24 with 5 ft double-door, 1 hour set up and leveling: the base is not provided.

No windows or additional doors, or vents.

\$8300

Unknown build quality as not seen.

Third choice is from EB Carports and Metal Structuring – unknown location

24x31 metal building, will need a cement slab, not provided. The slab (26x24) will cost approximately \$3,700.

\$16,801.93

Roux questioned if alternate local companies were viewed. Singleton indicated pricing was higher compared to the ones brought forward. Shed Happens in Alfred and other local companies were viewed. Singleton provided quotes for review. Winchell, Jr. indicated that we need to view all options and stay within a certain radius. Walsh added that we need to view quotes as apples to apples.

Norwood advised if we plan to follow precedence we need to start now: we had the Transfer Station do this with the container boxes and need to continue following precedence with the recreation shed. McGurty continued we need to have comparable options to view.

Tabled for more comparable, local quotes. McGurty will work with Singleton for additional quotes.

C. District Two Scope of Work

William Langley, Road Commissioner

Paving is completed for the year. Shoulder work will occur next week, and a shoulder machine will be rented to complete. Roads include Buzzel Road, Peck Road, and West Shore Drive. Three Scopes of Work have been provided. The end of Peck Road needs ditching and riprap as well.

McGurty questioned if these are estimates. Langley confirmed they are estimates.

**Walsh made a motion to accept the scope of work for District One and District Two as presented for Buzzell Road, Peck Road and West Shore Drive; seconded by Norwood. All in favor. Motion carried.**

Langley announced he went to a class today regarding the Maine Local Roads which addressed speeding and traffic controls. Grant money is available through the state, to apply for a speed trailer. There is a catch to the program and attendants were advised to reach out to address additional questions. Roux confirmed this is the same program the town used previously. Winchell, Jr. indicated that Sanford just recently received and posted radar signs around town and provided a contact in Sanford to reach out to. Also addressed at the meeting, that there have been no changes regarding private roads and town spending.

D. General Assistance Adoption

**Norwood made a motion to adopt the new version of the General Assistance Ordinance; seconded by Walsh. All in favor. Motion carried. Signed.**

**Norwood made a motion to adopt the updated appendix with the existing General Assistance Ordinance; seconded by Walsh. All in favor. Motion carried. Signed.**

E. Appointment

**McGurty made a motion to appoint Gary Broniarczyk to the position of Election Clerk effective November 1, 2023; seconded by Walsh. All in favor. Motion carried.**

## 10. PUBLIC COMMENT

Joyce Bakshi

With regards to the public hearing scheduled for the Facility Assessment/Old Gym, the assessment was done under the Capital Improvement Committee, however, the committee never saw a final draft. Bakshi questioned if a final draft was received. Roux advised it is currently on the Town Website in preparation for the Public Hearing and she can send it to the committee members as well.

Bakshi questioned the bid process for the Recreation Committee and the bid process in general. McGurty advised he will be working with the Recreation Director, to get something in writing for what the town

wants, regarding size, and prices and to complete an in person viewing of the item, to present for approval.

Ray Lopez

Lopez questioned the availability of the ballot questions. Roux confirmed she responded to Lopez's email and the links are posted on the town website for viewing.

Lopez questioned liability for the travel basketball program. Winchell, Jr. confirmed as it is a town program, liability will apply as any other program. Roux further indicated that liability doesn't apply for children being transported to and from games. This is the responsibility of the parent/guardian.

Lee Robator

Wants to publicly thank the Board, the Road Commissioner, and Curtis Earthworks for the work on the West Shore Drive Culvert. It was extremely efficiently done. Robator also wants to thank the Kittredge and Roy families for providing alternative access during the construction period. The end product came out and met everyone's expectations.

McGurty expressed thanks to Lee for sharing the church's offer to donate chairs to the town. McGurty confirmed the acceptance of the church's offer of 80 chairs to replace the current metal chairs.

**11. PENDING**

- A. Speed Trailer
- B. Lawn Care Bids - 11/15/2023 Deadline
- C. Mark Roy Budget Discussions 11/15/2023
- D. Facility Assessment / Old Gym Public Hearing 11/29/23 6:00pm

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

**12. ANNOUNCEMENTS**

On Website

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

**14. ATTENDANCE: William Langley, Samantha Singleton, Joyce Baski, Ray Lopez, Lee Robator**