

TOWN OF ACTON SELECT BOARD MEETING

November 8, 2023

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

McGurty called the meeting to order and announced Winchell, Jr. was unable to attend due to work constraints.

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 November 1; seconded by Walsh. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

We had a turnout of 763 voters for Election Day: with great Election Day Staff and no issues throughout the day. The results are posted on the Towns website.

The Budget to Actual Financial Reports that the Warrant and Finance Committee requested have been sent over for review. The Treasurer made some notes on the reports after discussion with McGurty. An additional email was sent to the Warrant & Finance Committee inviting them to the BOS meeting next week with Mark Roy, where he will be discussing the budget process with the Board.

Roux spoke with the Auditor, and we are on track for the report for the end of November.

Per the request of the Board, we reached out to the Town of Sanford regarding their new speed trailers – we have already received a quote for the brand/units Sanford has received.

McGurty wants to continue conversation with the Sheriff's Department regarding the proposed traffic detail to see what that will entail. Roux also reminded of the quote for the prior company to come and inspect the existing unit for \$500. McGurty questioned potential new purchase from same company and negotiation of price to inspect old unit. Roux will follow up.

We have received a list of the cemeteries from the Treasurer that we have accounts for; we now need to research and go through Warrants and find out when the town adopted each cemetery to find out stipulations for spending money on maintenance.

Dental and Vision open enrollment has started: Roux advised we would like to offer this to employees at 100 percent employee cost. Roux advised that the town currently offers Health Insurance and in the coming year would like to include Dental and Vision.

McGurty would like to review the agreement to confirm the cost.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

N/A

7. LIAISON UPDATES

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

McGurty met with the Treasurer – we have approximately \$3 million in the bank account with partners. We have reviewed our cash needs for the next few months, and we believe the town can comfortably move \$1.5 million into the Wisdom Tree Floating Rate Treasury Note Fund, which is currently earning 5.4 percent. The Town will process that transfer.

We have several bank accounts with Partners Bank; we are reviewing the current bank accounts to move some to TD Bank, to assist with bank-to-bank transfers (similar to the Wisdom Tree Floating Rate Note – which gets moved to TD Bank for the transfer).

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

Walsh has been in contact with Will Langley regarding the roads.

A meeting is set with the Fire Chief tomorrow afternoon to discuss the tank truck and the needs of the Fire Department.

The new gate is up at the Transfer Station: Walsh extended thanks to Roux for coordinating and expediting the new gate.

Norwood: School Department, Conservation / Forest

Norwood attended the A.L.I.C.E. forum last week and the information will be posted and shared online.

Three Rivers Land Trust hosted an event for Goat Hill.

Trunk or Treat was a success.

Norwood met with a candidate for the Forest and Conservation Committee.

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

N/A

8. OLD BUSINESS

A. Traffic Detail - Sheriff's Department

Tabled

B. Rec Shed Purchase

Following the meeting last week, McGurty provided a summary sheet for shed/mini barn options for the Rec field. 10x20 and 12x20 size options are included. Six options were viewed.

Hillview offers a gravel base, however, Winchell, Jr. suggested a stone base. Hillview will not do a crushed stone option. McGurty asked Langley to discuss crushed stone options for the base.

Due to the price and size of the Hillview, McGurty suggested alternative options.

The goal is to have a unit within the next few weeks. The following are available for our timeline:

- 12x20 with shingles, 5ft double door, 2 windows and vinyl siding and ramp from Laroche for \$10,350.
- 12x20 non vinyl, from Middleton Sheds (Middleton, NH) approximately \$8,500. The difference would be the cost of the vinyl.
- Hillview has a 12x20 non vinyl for \$9,000 with T111.

Walsh agrees to vinyl with asphalt roof.

Walsh made a motion to purchase the shed, as discussed, from Laroche and Sons (12x20 shed with asphalt roof, vinyl siding); seconded by Norwood.

Norwood questioned the shed options brought forward at the prior meeting by the Rec Director. McGurty reviewed the prior summary and indicated the suggested shed was 14x24 for more than \$14,000.

All in favor. Motion carried.

Langley came forward to discuss putting down a pad for the shed. Langley suggested a size of 14x22, 12 yards of stone. It should cost approximately \$800. Roux questioned how quickly this can be completed. Langley indicated as soon as needed. Roux will communicate the timeframe once purchase is complete.

9. NEW BUSINESS

A. Sebago Technics

Chris Taylor, Sebago Technics

Recreation Field:

Taylor provided a plan for the rec field as it currently stands. The existing shed is on the plan. Per discussions with the Rec Committee, the largest shed option would have been 24x24, and that is documented on the current plan, with placement inside the fence line, adjacent to the existing shed in the corner of the field.

McGurty questioned if the shed placement was in the scope of work with Sebago Tech. Taylor advised that the schematic plan has been completed with suggested improvements per the Rec Committee.

McGurty requested that Taylor coordinate with Langley and Singleton to discuss placement of the pad for the shed per the schematic plan.

Per Singleton (via text with Roux during meeting), the committee discussed the new shed being placed on field by the new parking lot, the current shed being moved to the other side of the field between the basketball court and the fence.

McGurty indicated that the town has engaged an engineer for the design of the rec field, along with other town properties, and further questioned the Rec Committee's involvement in the discussion. Taylor

advised that he met with the Rec Committee over the summer and used the committee input in the current schematic design. Roux questioned if the schematic was designed based on rec committee suggestions or the engineers' recommendations. Taylor indicated that the Rec Committee suggestions fell within the engineers' suggestions. McGurty suggested prior to moving forward, that communication occur with the Rec Committee, the Rec Liaison, and the engineering company to confirm proper placement of the shed and the Rec Field schematic design.

McGurty questioned the parking lot. Taylor advised of preliminary discussions with the Rec Committee.

Walsh questioned electricity in the shed. This area is not wired. Langley suggested placing the shed near the hydrant/snack shack if electricity is needed.

Transfer Station:

Three plans provided: Existing Conditions Survey; Concept One and Concept Two.

- Concept One: To keep circulation as is – enter on left side of driveway – to garbage pit for disposal - looping back to the recycling facility and exiting on the left side of the road. Proposal is to add a flat island in center of driveway to add delineation to separate the two drive lanes; adding striping and pavement markings to make it clear what side of road cars should be on/following; two drop off lanes and pavement markings to provide clearer direction of flow.
- Concept Two: Reverses the flow of traffic/circulation currently – enter on right side of driveway. Creates a loop to the north (garbage only drop off express lane); to get traffic off the road. Recommends signage and striping. Two disposal lanes – which will open the recycling building more and will allow for parking spaces to the upper right of the recycling building (where the overhead garage door is).

Norwood questioned using concept one with a reverse flow. Taylor indicated that concept one allows to use current circulation and concept two shows alternate to current circulation and how that will best work.

Walsh will review with Ham to go over options.

Roux suggested a public hearing with figures and plans provided online for advance review. Once available can review dates for a public hearing.

Road Assessment:

Traffic counts and crash data have been pulled from DOT. Once the survey is complete, the roads will be ranked (1-5) for pavement (condition/drainage/average traffic).

Taylor gave an overview of the status of the projects and left maps for review.

B. Updated Debit Card Policy Review

The town is unable to get a credit card and has been using a debit card for petty cash purchases. To use the debit card, the treasurer needs to move the money in advance of making the purchase. Currently, we want to put \$1,000 on the card and replenish it after a purchase.

McGurty made a motion to authorize the Town Administrator to place \$1,000 on deposit on the town's debit card to operate as an impress fund going forward; seconded by Walsh. All in favor. Motion carried.

C. Appointment

Norwood made a motion to appoint Sheri Vanasse as a Forest & Conservation Committee Member effective through June 30, 2024. All in favor. Motion carried.

10. PUBLIC COMMENT

Joyce Baski: Online the facility assessment is listed as the Fire Station not the Gym.

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

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

12. ANNOUNCEMENTS

On Website

13. MEMBERS PRESENT: Select Board Members Thomas McGurty, Edward Walsh, Daniel Norwood, and Town Administrator Jennifer Roux.

14. ATTENDANCE: William Langley, Chris Taylor, Joyce Baski,