

**TOWN OF ACTON SELECT BOARD MEETING**

**May 8, 2024**

**6:00pm**

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

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

**2. WARRANTS/BILLS**

**Signed.**

**3. APPROVAL OF AGENDA**

**Norwood made a motion to approve the agenda for May 8; seconded by Walsh. All in favor. Motion carried.**

**4. MINUTES OF LAST MEETING**

**Norwood made a motion to approve the minutes of the April 24 meeting; seconded by Walsh. All in favor. Motion carried.**

**5. TOWN ADMINISTRATOR WEEKLY UPDATE**

Roux advised there are two new staff members in the office. Greg who is the new Deputy Clerk, and Cheryl who is returning to the office. Lauren is transitioning into the Treasurer Role.

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

n/a

**7. LIAISON UPDATES**

McGurty: Municipal Management / Warrant & Finance, APAT, Cemetery

McGurty advised that Lauren is undergoing continued training in the treasurer roll.

Last week the broadcast of the Select Board Meeting did not occur; however, it was recorded and has been posted online. If a meeting is not broadcast, it will always be recorded and posted. This occurred with the Forest and Conservation Committee meeting as well and we will be working with APAT to resolve this issue.

The Cemetery Committee will not be meeting over the summer but will be rehabbing cemeteries over the summer months.

Marc Roy submitted budget statements for review. McGurty and Roux discussed the budget statements and asked Department Heads to review the April reports and complete a forecast for FY 23–24-year end.

The Code Office has been busy pulling permits from the last year, to provide to the Assessor, to update appraisal values for the Town.

Walsh: Fire Department, Transfer Station, Lincoln School

We are getting close on finalizing the plan to revamp the entrance and exit for the Transfer Station.

Walsh received notification that some windows were damaged at the Lincoln School due to the storm.

Norwood: School Department, Conservation / Forest, Mary Grant

It is Teacher Appreciation week.

Forest and Conservation met last night and will be planning some sight walks and is developing an ordinance. We have a meeting scheduled for next week with a potential new member.

Winchell: Roads & Road Committee, Recreation Committee

No meetings planned for the Road Committee until July 2024.

Recreation Committee: Sebago is working on the plans for the Rec Field. We are pending a water management plan from the State. There is a cheer clinic in May for PK-7<sup>th</sup> grade. The deadline is May 24<sup>th</sup>.

## **8. OLD BUSINESS**

n/a

## **9. NEW BUSINESS**

A. Fire Department

Wayne Ham, Fire Chief:

Ham announced that the Fire Department received the Grant through Maine Municipal in the amount of \$2909.36, which allowed the Fire Department to purchase three Cold Water Rescue Suits and six throw rope bags.

**McGurty made a motion to approve the purchase of 3 cold water suits and 6 throw bags in the amount of \$2909.36; seconded by Walsh. All in favor. Motion carried.**

Ham applied for an additional grant of up to \$15,000. Deputy Chief Smith and Ham have been working on this grant application through Maine EMS. This will be used to purchase AED's and supplies and equipment for the AED's. The Fire Department currently has 3 fire trucks without AED's. Ham would like all vehicles (marked and unmarked) to be equipped with AED's; he will also be replacing the AED in the Town Hall and Transfer Station, as well as providing training for the AED's.

Norwood questioned the school's AED's. Ham spoke with Ross to add three additional AED's to the school.

Ham advised he is looking to purchase a Siamese (y-hitch) valve to have one for each Fire Truck. He has three quotes. The cheapest is \$1215.00 from Fire Tech and Safety. The three quotes are from current vendors used by the Fire Department.

**Walsh made a motion to go with Fire Tech and Safety for \$1215 to purchase a Jumbo Siamese (rural hitch); seconded by Norwood. All in favor. Motion carried.**

Ham advised the current incident management software used by the Fire Department has been bought out and will no longer be supported as of January 2025. Ham would like to upgrade to the new software (which is

similar to the prior software) effective July 1, 2024. The company would offer credit in the amount of \$1,706.25, and the balance would be \$3,925 minus \$1,706.25, totaling \$2,218.75. Roux confirmed how long this will cover the Fire Department. Ham advised the current contract is through March 2025. McGurty questioned if there is an increase in cost. Ham advised the annual increase is \$460. Ham is requesting Select Board approval to spend the additional funds to make the transfer now. Ham advised he has funds in the budget now.

**Winchell, Jr. made a motion to approve the software upgrade requested by the Fire Chief; seconded by Walsh. All in favor. Motion carried.**

B. Pole Permit

**Winchell, Jr. made a motion to approve the pole permit near 1152 West Shore Drive; seconded by Walsh. All in favor. Motion carried. Signed.**

C. Breezeline Franchise Fee

At the Town Meeting, the Board gave the instruction to ask Breezeline to update the agreement with the Town. This was done and a letter was received from Breezeline confirming the changes, bringing the franchise fee to \$0, effective 90 days from the date of signature.

**McGurty made a motion to approve the agreement with Breezeline to eliminate the franchise fee, effective 90 days from date of signature of David Winchell, Jr, Select Board Chair; seconded by Walsh. All in favor. Motion carried. Signed.**

## **10. PUBLIC COMMENT**

Joyce Bakshi: questioned if the town has heard from CMP. Roux advised power was disconnected today. Additionally, are there dates in mind for the current projects set. Roux advised the old gym is coming down. Winchell, Jr. indicated that the Select Board will have to go back and review. Bids will need to be requested, pending plans. Roux advised the Select Board will need to go back to the article to review funds available.

Bakshi questioned if the franchise fee with Breezeline affects the potential contract with Comcast. Roux advised we are moving forward with Comcast and there will be no franchise fee.

Bakshi also addressed the trees that are still down from the storm. Winchell, Jr. advised the State is responsible for State roads and suggested reaching out to the DOT. Any local roads, please reach out to Langley to address.

## **11. PENDING**

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

## **12. ANNOUNCEMENTS**

On Website

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

**14. ATTENDANCE: Hope and Jon Denekamp, Rolin Waterhouse, Joyce Bakshi**