

# TOWN OF ACTON SELECT BOARD MEETING

July 31, 2024

6:00pm

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

## 2. WARRANTS/BILLS - Signed

## 3. APPROVAL OF AGENDA

Norwood made a motion to approve the agenda for July 31; seconded by Walsh. All in favor. Motion carried.

## 4. MINUTES OF LAST MEETING

Denekamp made a motion to approve the minutes of July 24,2024; seconded by Norwood. All in favor. Motion carried.

## 5. TOWN ADMINISTRATOR WEEKLY UPDATE

- A. The property owner came in and signed the Blueberry Hill lease. Saved and filed; effective for 5 years.
- B. The Sherriff's Department notified the Board that the cruiser will need to be replaced next year. Budgeted cost to be shared with Shapleigh would be \$53,000. The Town Administrator's response was to discuss the contract deputy and a possible 3-year contract if the town was to expense so much money. The Town Administrator is awaiting a response back. When asked about property of the old car; car will belong to the towns to decide, and the equipment gets moved into the new car. Discussion ensued regarding options and getting on agenda to further review.
- C. Rowe Bridge - Will Langley, Road Commissioner will be on next week's agenda to discuss due to receiving letters from the State.
- D. Starting to work on tax commitment mid-August. Tax bills will go out about the 1<sup>st</sup> of September. Assessor, Marc Roy, Treasurer will meet August 14 with Town Administrator and McGurty to come up with how much reserves to use, a preliminary calculation and an increased tax rate to be brought to the Board; taxes will be going up. This was laid out previously at a possible 12% increase. There will be offsets – revenue, assessments, etc. to be used in the determination. Goal is to set tax rate on August 28<sup>th</sup>.

## 6. LIASION UPDATE

McGurty: Municipal Finance, Warrant & Finance Committee, APAT

- No committee meetings.
- Municipal Finance – Investment rollover is going well; \$1 million rolls over each month automatically. Last year earned through government securities about \$220,000 in investment income compared to \$15,000 in prior years. Lauren is doing a great job learning the treasury functions; will talk about accounting and accounting background to assist her further there.

Town Administrator, Treasurer and Marc Roy and 4 members of H.R. Smith, auditors to lay out the audit process. Received a checklist of things being looked for. A Site visit is set for September. Marc Roy was spoken very highly of, and the auditors appreciated the work that was done. McGurty indicated a closing date conversation should be held to make sure all are on same timeline for audit to be done.

Walsh: Transfer Station, Mary Grant Committee, Animal Control Officer

- Mary Grant had their picnic event on Saturday. Attendance was low; there were a lot of other events going on the same day (Renaissance Faire, Iron Tails, Shapleigh Community Days, Wolfeboro Days, etc.). The committee did a great job, the music was good, great effort; next event in October will be a Pumpkin event.
- Animal Control is learning and moving ahead.

Norwood: Fire Department, Recreation Committee, Conservation Forest Committee

- Recreation Committee – Met with Rec. Director to give direction suggestions for the upcoming season and to keep updated about new appointments; scheduled two more candidates to be interviewed.
- Conservation/Forest Committee – working with the Chair about the updates and new appointment. Next meeting is Tuesday.

Denekamp: School Department, Planning Board/Land Use, Cemetery Committee

- No update

Winchell Jr.: Roads & Road Committee, Municipal Grounds

- Municipal Grounds – there was an issue with the flower beds. Working on figuring out what happened. Working with the individual who planted them to help replant them. Considering some signage indicating not to touch.
- The Town Administrator reached out to Mr. Peavey at the Church to ask how our list was coming; still waiting to hear back from him.

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

n/a

## **8. OLD BUSINESS**

A. Allstate Construction Parking Lot Prices

Allstate submitted three different options:

- Parking Areas: 60' x 45': Prep and pave 2.5" 12.5 MM - \$12,375.00
- Parking Area: 110' x 100: Reclaim, fine grade, compact, pave 2.5" 12.5 MM - \$29,347.50
- Parking Area 110' x 100: Asphalt removed by others, fine grade, pave 2.5" 12.55 MM - \$26,332.00

Discussion ensued regarding what to do with the area and the timeframe for doing it. McGurty indicated the Board needs to know what they are going to do first; suggested design options be sorted out by a landscape engineer, then deciding. Winchell indicated a new building should also be

considered; can get by the winter without paving. McGurty encouraged the Board to act now to initiate or the work would not be done with the opportunity provided. The Town Administrator asked what was required next. Winchell wanted a complete survey of the whole property from Sebago Tech; look to see if there was a quote on that and make sure it was realistic. Next look at getting rid of the pole and go underground. Then a plan needs to be developed: look into a landscape designer, ADA compliant, etc.

Tabling Allstate quotes.

## 9. NEW BUSINESS

### A. Mass Gathering Permit – Vacationland VW

**McGurty made a motion to approve the Mass Gathering permit for Vacationland VW Assoc. for the day of the event on August 4, 2024; seconded by Norwood. All in favor, Motion carried.**

Winchell brought up that the Mass Gathering Permit ordinance should be updated with the Fire Chief's input on amount of people, traffic, etc. Timeline would be to prepare for annual town meeting.

### B. CMP Pole Permit

**McGurty made a motion to approve the CMP Pole permit for Peck Road Pole 2S; seconded by Norwood. All in favor, Motion carried.**

### C. Fixed Asset Contracts – R.H.R. Smith

As part of the work being done by R.H.R. Smith, they maintain an inventory of fixed assets and appreciation schedules which are used to maintain the audit. This engagement is for them to continue doing this.

**McGurty made a motion to execute the agreement with R.H.R. Smith to engage them to do the fixed asset record keeping; seconded by Walsh. All in favor, Motion carried.**

### D. Executive Session M.R.S.A. 405 6 A – Personnel

**Norwood made a motion to go into Executive Session M.R.S.A. 405 6 A – Personnel at 6:39 pm; seconded by Walsh. All in favor, Motion carried.**

**Norwood made a motion to come out of Executive Session M.R.S.A. 405 6 A – Personnel at 7:33 pm; seconded by Walsh. All in favor, Motion carried.**

## 10. PUBLIC COMMENT

## 11. PENDING

12. **MEMBERS PRESENT: David Winchell Jr., Tom McGurty, Daniel Norwood, Ed Walsh, Jon Denekamp and Town Administrator Jennifer Roux**
13. **ATTENDANCE: Sam Singleton and Joe Ruma**

**Norwood made a motion to adjourn at 7:33 pm; seconded by Walsh. All in favor. Motion carried.**