

TOWN OF ACTON SELECT BOARD MEETING

August 28, 2024

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

PUBLIC HEARING – K.B. RESTAURANT ENTERPRISES, INC. (THE SHED-WILLY’S)

The Town Administrator presented the application for liquor license received on August 28, 2024 to the public for hearing. This application was posted as required. The Code Officer emailed that there were no complaints or issues. The Fire Chief walked through the establishment and found no issues. The Sherriff’s call reports were shared with the Board. Hearing no comments or questions from the public, **Norwood moved to close the public hearing; Walsh seconded. All in favor. Motion carried.**

2. WARRANTS/BILLS - Signed

3. APPROVAL OF AGENDA

Walsh made a motion to approve the agenda for August 28, 2024; Norwood seconded. All in favor. Motion carried.

4. MINUTES OF LAST MEETING

Norwood made a motion to approve the minutes for August 16, 2024; Walsh seconded. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

- A. The Land Use Assistant has completed his Residential Building Codes, which makes 4 out of 9 certifications completed. Good job Dave.
- B. The Fire Chief provided an application from the State of Maine Surplus Property program to complete. This application doesn’t tie Acton to anything but allows the Fire Chief to access a warehouse of surplus items (furniture, equipment, etc.) offered to all municipalities to take from on a first come basis.
- C. Taxes have been committed and tax bills will hit mailboxes in about two weeks.
- D. There was ground work done in front of the Fire Department to flatten a piece of the ground. The Fire Chief also notified that the building next door has been closed because of the upstairs floor having issues.
- E. An Agreement from the Department of Transportation was received and given to the Board for review.

6. LIASION UPDATE

McGurty: Municipal Finance, Warrant & Finance Committee, APAT

- The audit documents have been sent; the Town Administrator and Treasurer are handling requests.
- Presented a publication produced by Sanford/Springvale to the Town Administrator for Board review, as there were several articles of interest, especially the ones on grants and a lawsuit in progress.

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

- The next meeting for Mary Grant is September 7th.
- The Animal Control Officer has started his state certifications; he has 6 months to complete in order to be certified.
- Updated the Board that regarding the Police Department project, the next step was to interview Sherrif King and asked if the Board agreed and if the Town Administrator would set the interview up. Board agreed.

Norwood: Fire Department, Recreation Committee, Conservation Forest Committee

- Met with Fire Chief to review presented requested information to the Board.
- Recreation Committee:
 - Emailed the committee members regarding getting the word out on recreation committee openings and the open Rec Director position.
 - Contacting photographers and scheduling team photos.
 - Connecting with Nicole Raymond regarding soccer, cheering and basketball.
 - Jon and Hope Denekamp are doing a great job with Soccer; the Board appreciates all their hard work.
 - Town Administrator received an update on Soccer from Hope Denekamp from Jon Denekamp. The Tree lighting was mentioned in update and details which will need to be considered.
 - Cheering mats were discussed regarding their use and storage. School not aware they needed to store. Denekamp is working to clear room in the shed to store the three 6' x 3' mats until cheering meets start; he will meet with the school regarding storage for the mats once the meets start.

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

- The Planning Board has held several site walks.
- The Cemetery Committee requested that cemeteries be notated on the town's maps. Maps were provided to the committee to mark up and a layer will be updated.
- Denekamp will meet with potential Cemetery Committee members interested in filling the open spots.

Winchell Jr.: Roads & Road Committee, Municipal Grounds

- Winchell commented he still needed to contact the contractor for the municipal grounds work.
- Town Administration noted that an Article 43 application was received and would be sent to Winchell for review.
- Town Administrator updated that she and Tom were scheduled to meet with the property design contractor at 8 am on Friday, August 30th.
- Nowood asked if sign to place on property were considered; he saw some that were nice looking in Sanford. The Town Administrator will look into it.

7. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Will Langley, Road Commissioner, gave the Board the following update:

- The H Road paving project has been started for paving; the road has been prepped. Allstate will be grinding and paving either the first or second week in September.
- The new tree guy is working out good. He did a great job on County Road. Going to meet him again to do storm clean up work on West Shore Drive to 15th Street and Youngs Ridge. There will be tree work to schedule in the Fall. This allows paving to begin on County Road in the Spring.
- When asked by McGurty about preventative maintenance on the roads, Langley responded he was working on it but sealing of cracks is not currently planned.

8. OLD BUSINESS

A. Forestry/Conversation Ordinance

The ordinance was left with the Board last week for a first read. The Town Administrator asked if the Select Board had any input. Norwood remarked that other than the language around members seated and quorum that he had previously discussed with the Town Administrator there was nothing else. This item will need to go before a Special Town meeting when a date is established. Once that is done, the Select Board will provide their recommendation.

B. EMA Director Job Description

The Select Board reviewed the EMA Director job description drafted.

9. NEW BUSINESS

A. K.B. Restaurant Enterprises, Inc. (The Shed-Willy's) Liquor License Renewal Request

Winchell made a motion to approve the K.B. Enterprises, Inc. (The Shed) Liquor License renewal; McGurty seconded. All in favor. Motion carried.

B. Skid Steer Bids.

The Select Board received and opened five bids:

- Milton Tractor - \$64,095
- United in Sanford - \$62,227.02
- Ag First - \$63,242.48
- Jordan Equipment – 60,709.20
- Chadwick - \$70,000
- MB Tactor - \$55,319

The Chadwick representative was present for the bid opening and approached the Board to speak about the options included in their bid. The Select Board will review each bid for type of skid steer, warranties, attachment add on costs included or not and make a decision next week.

C. Brush/Chipping Bids.

The Select Board received and opened two bids:

- Simpson - \$15,000
- Hawk Tree Service - \$10,000

One bid listed out brush removal and the other did not. Last year's bid costs were \$16,000. The liaison, Walsh will make calls to clarify the details of the bids and make a recommendation at next week's meeting for the Select Board to act upon.

D. LRAP Certification.

The Town Administrator receive a form from the State to complete with the Road Commissioner on how the LRAP funds were spent; last years funds were \$67,764. This year the town is earmarked to receive \$60,528 in funds. The form only required the Select Board Chair's signature. So signed.

E. Catering Permit Applications – Atwater Holdings, LLC (Sept. 7th and 14th)

McGurty made a motion to approve one day liquor licenses to Atwater Holdings for events at Everlee on Sept 7th and 14th ; Norwood seconded. All in favor. Motion carried.

F. Recreation Director Position

The Town Administrator informed the Select Board that there were no applications received for the Recreation Director's position and asked for the Select Board's directions on to proceed. Discussion ensued on finding candidates, possibly combineing with the School Department and reaching out to teachers once school opens. The Select Board indicated the posting should be continued until filled. The Town Administrator will reword posting to reflect until hired and repost.

G. Highway Rehabilitation Project Agreement

Agreement given to the Board to review.

H. Appointments

Norwood made a motion to appoint Nicole Raymond as Recreation Committee member effective immediately until 6/30/25; Denekamp seconded. All in favor. Motion carried.

I. Certificate of Assessment.

The Town Administrator summarized the tax bill details and rates reflected in the Certificate of Assessment. The Select Board signed the Certificate of Assessment.

J. Executive Session M.R.S.A. 405 6 A 1 – Personnel

Norwood made a motion to go into Executive Session M.R.S.A. 405 6 A 1 – Personnel at 6:54 pm; Walsh seconded. All in favor. Motion carried.

Norwood made a motion to come out of Executive Session M.R.S.A. 405 6 A 1 – Personnel at 7:37 pm; McGurty seconded. All in favor. Motion carried.

10. PUBLIC COMMENT.

Joyce Bakshi indicated the Will Langley fixed her fence and she wanted to say thank you.

11. MEMBERS PRESENT

David Winchell, Jr., Tom McGurty, Ed Walsh, Daniel Norwood, Jon Denekamp and Jennifer Roux.

12. ATTENDANCE: Will Langley, Joe Ruma, Joyce Bakshi and a Skid Stear representative.