

TOWN OF ACTON SELECT BOARD MEETING

October 2, 2024

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. WARRANTS/BILLS - Signed

3. APPROVAL OF AGENDA

Walsh made a motion to approve the agenda for October 2, 2024; Denekamp seconded. All in favor. Motion carried.

4. MINUTES OF LAST MEETING

Denekamp made a motion to approve the minutes for September 25, 2024; Walsh seconded. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

- According to the Fire Chief, the AED arrived for the Transfer Station, Rec and Town Hall; he will be scheduling AED training.
- The Transfer Station and Town Hall will be closing early on Wednesday, October 30th for AED training and mandatory staff training.
- The Sherrif's report for September was presented.
- Absentee ballots are now available in Acton for the November election and the 226 resident waiting for them, they have been mailed. If anyone wants to vote absentee, they are welcome to come to the town hall during regular business hours.
- Reminded department heads for the submittal of town report letters.

6. LIASION UPDATE

McGurty: Municipal Finance, Warrant & Finance Committee, APAT

- Recommended when financial statements became available, to invite either the auditors or Marc Roy to come and go through the statements for the Board and the public to kick off the budget cycle.

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

- Animal control officer is taking training as they comes available.
- Mary Grant has their pumkin carving event this Saturday, Oct 5th from 1 to 3 pm; their will be pumpkins, food and activites for the kids.

Norwood: Fire Department, Recreation Committee, Conservation Forest Committee

n/a

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

- Planning Board has a public hearing scheduled for tomorrow, October 3rd on Young's Ridge Road.

Wichell: Road Committee, Municipal Grounds

- Memorial grounds work is waiting on the completion of the survey.

7. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

None

8. OLD BUSINESS

A. Sand Bids

Will Langley reported his findings from contacting the lowest bidders. Discussion ensued regarding availability and amount of time to receive sand. Langley's recommendation was to go with Milton Mason, LLC.

Winchell made a motion to give the sand contract to Milton Mason LLC at \$12.95 per yard upto 4,000 yards; Walsh seconded. All in favor. Motion carried.

9. NEW BUSINESS

A. Special Town Meeting Warrant

Public Hearing scheduled for Wednesday, October 9th ; Warrant & Finance's meeting is scheduled for Tuesday, October 15th. W&F will be invited to public hearing.

The Board reviewed the following items as warrants for a Special Town Meeting.

- i. Article 2 - appropriation of \$10,490 from the Unassigned Fund Balance to ratify the overdrafts in Transfer Station Account for FY24-FY25.

Robin Ham approached the board to discuss the situation of demo materials being brought to the Transfer Station, the process of taking care of it and improving the method of permitting the disposal of demo material from Acton only.

The Board encouraged Robin Ham that when large demo loads or those of a suspicious nature that Robin talk to the resident.

Town Administrator indicated this was not an accounting error and reminded the Board that the Transfer Station's account was \$30,000 overdrawn and it was the use of other line balances that helped to bring the number down.

McGurty noted that Department Head's are responsible to figured it out before overdrafts happens, monitor it and make adjustments. Winchell indicated things should be separated out and tracked as part of the budget process. McGurty reminded Robin Ham it was responsibility to manage the budget; others are support after the fact. It was his budget, his expenses, if it is overdrafted it was his responsibility to deal with it.

- ii. Article 3 – appropriation of \$14,150 from the Unassigned Fund Balance for the Transfer Station expenses for the current FY24-FY25.

The number comes from the 5 months of skid steer rentals.

- iii. Article 4 - appropriation of \$55,819 from the Unassigned Fund Balance for the purchase of a skid steer.

This is the low bid from MB Tractor with the back up camera added; invoice total is \$55,819. McGurty commented there was good work done to procure this.

- iv. Article 5 - Wilson Lake Boat Launch Land Purchase - appropriation of \$45,000 from the Unassigned Fund Balance for the purchase of land located at Tax Map 133 Lot 040.

This is the number the attorney was able to negotiate on behalf of the Board. McGurty asked who would speak to this at the meeting. Town Administrator indicated that this request was initiated by the Conservation Forestry Committee and they were asked to be present.

- v. Article 6 - Road Associations - appropriation of \$9,000 from the Unassigned Fund Balance to deposit into the existing Statutory Reserve Fund. This will put \$9,000 in to what was once called Article 43. The town shall fund until the proposed repairs up to \$9,000 is exhausted or June 30, 2025, whichever comes first.

The Town Administrator indicated that this will need to be clearly written at the end if any money is left it will go back into the General Fund.

- vi. Article 7 - Sherriff's Contract - appropriation of \$130,000 from the Unassigned Fund Balance to increase the Deputy contract law enforcement services in Acton from 20 to 40 hours per week and purchase a patrol car.

This buys out Shapleigh's half and gives Acton 40 hours per week of services plus the car. The vehicle is \$53,000.

Winchell asked, when they voted on this in the past there was a fail safe with two articles and should the Board do the same thing here? The Town Administrator answered that this was already in place with the budget from January 1st to June 30th. Discussion ensued. Town Administrator did not recommend separating the car out because if you get a deputy and no car then what? Car will not be needed until the end of the fiscal year. If service continues with splitting with Shapleigh, the town can ask for ½ the car in April at Town meeting.

- vii. Article 8 - Peck Road - appropriation of \$41,136.25 from the Unassigned Fund Balance and place it in the Peck Road Reserve Account to finish the reconstruction and paving of the portion of Peck Road from Milton Mills to the dirt. Any funds remaining in the

account at completion or no later than June 30, 2025 will be returned to the Unassigned Fund Balance.

Back in 2023 this was one of the first road reserves articles written; this was started by another district and needs to be finished. Will Langley approached the Board to explain what was needed to be completed. Discussion ensued regarding what was left in the account, what was invoiced, and the work done and work still to be done.

There was \$26,480. Town Administrator recapped invoice received for paving 1" and shoulder gravel was \$67,616.25 less the \$26,480 equals the \$41,136.25 asked for.

Winchell indicated since projects are being done now with solid numbers to go by, what wasn't included; what was the \$29,000 supposed to be for? Langley thought it was paving. Last spring as he was planning, he asked for a price to finish Peck Road and the number came up short for the project.

Winchell asked if there was any extra work done? Was it possible shoulders were not figured in? The Town Administrator stated that after looking at all the bills, conclusions were it was mistakenly under budget.

McGurty asked if the public works account could help these shortfalls. Last year there was a significant surplus. Langley explained the surplus came from money left over in District 1, last year there was \$49,000 left over from paving West Shore Drive; Marc Roy puts the numbers together for the auditor.

Are funds being rolled over? No. When asked if there was any money in this year's budget to fund the \$41,136.25 in summer maintenance. Langley reported he was not taking money out of summer maintenance. Discussion ensued about summer maintenance being spoken for through spring time.

Discussion ensued about looking in the different budgets areas to cover the shortfall instead of having to ask for the money at a town meeting. Separation was to know what each projects costs; but sometimes a sacrifice might need to be made in order to cover the money. The Board is working to not have this issue come up every year. Concentration will be on Peck Road to get done before June 30th.

Langley is to work on a breakdown of what he will be using the rest of District 2 summer maintenance for. Public Hearing will be next week, W & F will be meeting October 15th.

Discussion ensued about getting Peck Road done this fall and the paving contract; County Road will be prepped this fall and done Spring.

- viii. Article 9 - Parking Lot - appropriation of \$75,000 from the Unassigned Fund Balance to be placed into a Town Hall Parking Lot Capital Reserve Account.

McGurty explained the Board had engaged a landscape design person to provide a design. Photos and video of the concept will be provided at the public hearing. This individual is also a landscaper and provided a quote of \$73,000 for the work. There are still some decisions which need to be made about the aspects of the work to be done.

McGurty recommended to put forth a warrant for \$75,000 for the landscaping component of the Town Complex. Winchell noted there was \$56,000 in the account for the paving. This is $\$75,000 + \$40,000 = \$115,000 - \$55,000$ in the reserves, which mean the town needs \$60,000 which will allow for the paving and landscaping. The work will go out to bid.

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

McGurty made a motion to go into Executive Session M.R.S.A. 405 6 A 1 – Personnel at 7:32 pm; Denekamp seconded. All in favor. Motion carried.

Walsh made a motion to come out of Executive Session M.R.S.A. 405 6 A 1 – Personnel at 7:41 pm; Denkamp seconded. All in favor. Motion carried.

Walsh made a motion to approve Candidate A for the position of the Rec Director; Denekamp seconded. (Winchell abstained) All others in favor. Motion carried. Town Administrator will notify candidate and name will be announced next week.

10. PENDING

A. Cascade Air System 10/09/2024

B. Public Hearing 10/09/2024 – General Assistance / Warrant Articles

11. PUBLIC COMMENT – (heard before Executive Session)

- Robin Ham approached the Board and asked if before landscaping is going to be done to the Town Hall about the Library. Ham indicated the Library was outgrowing their space and before there is any landscaping done can their be discussions on expanding the building. Winchell said there was nothing going to be done to the building. Discussion ensued. What was being put forward was a good idea. If the Library felt they needed more space it would be up to them to define what they need and how it was going to be paid for and come to the Board.
- Robin Ham asked about the engineer work at the Transfer Station. Winchell reminded Mr. Ham about the Transfer Station warrant item and that this was not the time to put a couple hundred grand there. Mr. Ham said the project did not need to be done all at once but could be done piece mill and laid out what he would do it. Winchell answered that this project is on the back burner because there are other issues to handle.

- Joe Ruma approached the Board to ask the following:
 - i. Can the water be drunk at the Town Hall? Response yes, there is a new water filtration system and it can be drunk..
 - ii. Has the Board thought about cleaning the algae between the Town Hall and the Library? Response was it was on the handyman's list to pressure wash.
 - iii. Why don't you put the \$65,000 into the Transfer Station and make it more user friendly? Response was that it would be presented next week and there will be a public hearing next week where others can also hear what your opinion is.
 - iv. What was the Board's objective concerning the landscaping? Winchell responded that they wanted to fix up the large dirt spot, big humo and also spiff up the town surroundings because residents ask all the time when the town was going to be fixed up.
 - v. How many years has Rowe Bridge looked like crap and the roads and the places that weren't repaired. Winchell indicated that the Board just spoked to the Road Commissioner about his expenditures and he didn't spend all his money last year. There was a bunch more money thrown in; now at ½ million dollars of paving per year not including the maintenance. Rowe Bridge is on the radar. Discussion ensued about the history of why and why not things were getting done and the availability of money.

12. MEMBERS PRESENT - David Winchell, Jr., Tom McGurty, Ed Walsh, Jon Denekamp and Jennifer Roux. Daniel Norwood was absent.

13. ATTENDANCE - Joe Ruma, Will Langley, Robin Ham

Walsh made a motion to adjourn; Denekamp seconded by . All in favor. Motion carried.