

TOWN OF ACTON SELECT BOARD MEETING

January 8, 2025

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. WARRANTS/BILLS

3. APPROVAL OF AGENDA

Norwood made a motion to approve the agenda for January 8, 2025; Walsh seconded. All in favor. Motion carried.

4. MINUTES OF LAST MEETING

Winchell made a motion to approve the minutes for December 18, 2024; Denekamp seconded. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

- The Zoning Board of Appeals committee is being pulled back together to review appeals; if interested contact the Town Administrator to add your name to the list. Those previously on the Board will be given preference.
- Budget Update – Tonight the Board will be going over the General Government/Municipal Management budget. McGurty, Hazekamp, Sevigny and Roux have submitted local departments to be seen by the Board for the first time tonight.
 - January 15, 2025 the Transfer Station budget will be presented.
 - January 22, 2025 the Road budget will be presented.
 - January 29, 2025 the Fire Department, Public Safety and any misc. budgets to be presented.
 - Others like Social Services and Committees will be scheduled as time permits.
- Sherriff's December Report notable events were read aloud. The Town Administrator was notified that the cruiser was out of the area for 11 hours (10 of the 11 was to cover a shift for fallen officer).
- The Planning Board is going to have a site walk on Thursday, January 16th at 4 pm as they have an application for greatest practical consent for Map/Lot 153-027.

6. LIASION UPDATE

McGurty: Municipal Finance, Warrant & Finance Committee, APAT

- The Town's audit field work is complete, and the report is drafted. Waiting on a few loose ends with the school. Town Report is drafted awaiting final audit report.
- There were efforts to move money around to take care of cash management at the school, still in good shape. The Board has never had to dip into \$3 million; what is being done is using Wisdom Tree treasury funds to maintain a proper balance.
- Met with the EMA Director and noted he was doing a great job with some exciting things going on there.

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

- Transfer Station Skid Steer update is later on the agenda.
- Transfer Station stickers for the new year are available. These are being enforced. No sticker, no dumping.

Norwood: Fire Department, Recreation Committee, Conservation Forest Committee

- Rec Director - Has met with the Rec Director and she has the game schedules ready to go but has not yet released them. Reminder – The things the Rec Director and Committee are doing may be new, but it is all to improve the program and make it successful for the children in the future.
- Conservation Forestry Committee – Met with the Chair to confirm some budget discussions coming up.
- Impromptu attended the Planning Board meeting last week.

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

- School Department – Starts their budget deliberations tomorrow.
- Planning Board – Has a couple of developments in front of them.
- Cemetery – Town Administrator announced the committee just scheduled a meeting in January.

Winchell Jr.: Roads & Road Committee, Municipal Grounds

- Road Committee – There have been no Road Committee meetings scheduled.
- Roads – Met with Road Commissioner and have reviewed projects.
- Municipal Grounds – Just signed the Driveway Permit for the Rec Field and Sebago has already been out doing the survey for municipal ground's project with the church.

7. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

- Director of Technology – Dan Krampetz

Krampetz expressed to the Select Board that there have been several requests, comments, suggestions from both the Select Board and the Community at large about getting the screen in view during town's recordings. There were 4 options to achieve this request:

- Option 1 is to refocus the camera in the ceiling to include the full Board and the screen. This is the preferred option as there is no additional fee for that. The downside is that the Board or Committee who is upfront will not be as visible in the camera. Repositioning can be played with using Town Hall Streams and see how it works with no added charges.
- The second option is to replace the existing camera. There are newer cameras that have two lenses in them. One can be focused on the Board or Committee; the other can be solely focused on the screen. This will give a picture in a picture view with presentation screen as an insert. The downside to this is that the screen will be there regardless of there is anything being presented or not; it cannot be turned on and off.
- Option 3 is to schedule a videographer to sit in the back of the room when the screen is going to be used and put it on an SD card and then when the video is

edited, that will show up on the YouTube video only. This means it will not be on the live video, which is the downside to this option.

- The last option would be to make one of the town's three camera's available to Town Hall staff when we know we are going to be using the screen to set it up to just focus on the screen and then walk away.

Krampetz recommendation is to go with Option 1 and see if refocusing the camera will work by trying it for a couple of weeks. With knowing the Planning Board uses the screen almost every meeting and the onset of budget season with Warrant & Finance and budget presentations Krampetz would like to see if this will work and what the screen would like in view.

McGurty asked, if a device with two cameras was obtained, can the camera's be toggled between them to how what was important. Krampetz replied he did not think they could be toggled between but will take that question back to the vendor. McGurty thought that might be a good option if possible; Krampetz did not believe it could be done.

Krampetz further indicated another option he came up with that Town Hall Streams did not like was to simply put a second camera here and turn it on when you wanted to use is. A discussion with them on whether that could be a part of the live feed or not was not done but could be revisited. Discussion ensued.

The Board asked Krampetz to re-review the options and come back to discuss. Krampetz will adjust the camera with the Town Administrator and run a mock meeting to see how it works. The second option is to set a second camera and run both. Then report back on his findings.

- EMA Director – Phil Caruso

Caruso informed the Select Board that it has been 35 days since it was decided to create a program for Emergency Management in the Town of Acton. Items completed thus far are:

- Submitted a draft of an ordinance for the Town to basically establish the agency and set the authorities. So that when something does happen in conjunction with the emergency operations plan that is currently being written that there is no gray area when there is time to do something. There will be no discussions; everyone be aware of what is supposed to be done.
- An idea was developed and submitted to have a registry of folks who need special assistance for an emergency. This will be a confidential database of volunteered information which will also be useful to share with the Fire Department so that the Town can be self-reliant just like other towns in the area are and not depend on the County when an emergency arises. It can take 3 days or more to get a response from those resources such as FEMA.
- Met with the Red Cross Community Disaster Program Manager. Asked about the school being listed as a registered or surveyed shelter. The Manager looked at the information prior to the meeting and reported that the school was in fact surveyed in May of 2015 and categorized as an independent shelter. This means that the program will not support the shelter. No one knows how it was categorized as

such and Caruso asked if that could be changed. After a 45-minute discussion regarding this topic, the Program Manager indicated that the school could prove that the building has not changed drastically as far as what they look at as requirements for being a shelter, the Town can circumvent that ruling. Andy, the School's Facility Manager was spoken to the very next day and he confirmed that nothing has changed.

Caruso informed the Program Manager, and she has since put him in contact with the Mass Care for Sheltering Manager to discuss changing the categorization and circumvent doing another survey. This means, Red Cross support is huge in shelters, they provide everything, food, people to manage the shelter, etc. for free, all a phone call away.

- There is a system called RAVE that the County owns. It's a Motorola platform free to Acton and 29 other communities in York County (right now 12 communities are using it). Caruso signed up for the training on Tuesday at the EMA building in Alfred. An account has been set up and Caruso can now send out local alerts on RAVE for Acton Residents only. Residents can voluntarily set up a profile to receive alerts and state the method by which to receive those alerts for free.
- Caruso has been working with FEMA, who has reorganized all of New England to one location in CT, with one person for whom Caruso has been talking to. Caruso and Langley will be meeting via telephone conference with this person to finish some previous April storm business (extension was approved yesterday to finish submittals).
- County EMA has meetings once a month and their first one this year was Wednesday, January 8th. CMP came in and presented how they manage and fix poles when there is a weather disaster; some of the information learned Caruso will use on the educational side for Acton residents. Education is going to be a big part of the implementation of the EMA plan.
- Besides the shelter, Caruso is preparing to have a warming/cooling center. Designated area yet to be determined (church or town hall). This center is not a shelter but a place where people can come in during the day to charge their telephones or socialize with neighbors while getting warm or out of the heat and then go home at night. This program does not exist yet but can be designated in the Emergency Operations Plan being developed.
- Caruso joined the Maine Association of Local Emergency Managers (\$23 yearly fee). This group worked with the State's EMA and wrote a very thorough manual in January of this year for people who do this job.

- Langley helped Caruso out with a radio but was interested in the building's base station and antenna. Caruso looked on the FCC website and discovered that this was not the Fire Department's but the Town's radio (which is typical for a town to have their own frequency). Langley filled Caruso in on when storms occur one or both of the channel's the town has, the Fire Department will communicate using that frequency so not to interrupt the Fire Department's frequencies. Again, Langley gave Caruso a spare radio which he can now use to monitor and utilize.
- With regards to setting up a warming center, Caruso went a got quotes on supplying aluminum framed military cots which can hold up to 1100 lbs. and store very small at \$97.90 each plus blankets to have on hand for the town's use because there is not any right now. Caruso is recommended to purchase about 2 dozen cots.
- Working with Krampetz created a page on the website under Department's labeled Emergency Management. This will be useful for the educational side and helping people to take care of themselves. The page will contain a training scheduled for Community Emergency Response Team with the County this month in Alfred and future volunteer training once Caruso is certified.
- Caruso asked the Board:
 - For permission to purchase the warming station's quoted items.
 - Sign York County's Mutual Aid Agreement
 - For a list of Mutual Aid Agreement's already in place.

Caruso explained that all of these items go into effect if there is a declared state of emergency from the Federal Government, State or local municipalities. This declaration triggers the ordinance, followed by the EMA Plan and then the Operational Plan so that all know what they are doing and responsibilities that fall onto them during this time only, roles and responsibilities during this emergency. The smarter the town is the more self-reliant it is.

- Lastly, Caruso commented that he was amazed at how much free help there was available for the Town, and he planned on using it all.

Winchell asked how many cots were thought to be needed. Discussion ensued regarding total price and the need to provide 3 quotes to follow policy; then the cots will be ordered.

Town Administrator mentioned that Mr. Caruso will back before the Board on January 29th to go over the provided draft ordinance.

McGurty noted Mr. Caruso's work was impressive and an important effort for the town. Thank you.

8. OLD BUSINESS

- Skid Steer Bill of Sale

The old skid steer was placed on Municibid and received one bid for \$12,001; officially sold and paid for by cashier check. Bill of Sale was drafted by the attorney - as is, where is, with no guarantees. The new owner is very happy. A copy of the Bill of Sale will be mailed to the new owner.

McGurty made a motion to authorize the sale of the skid steer for \$12,000 to Ricker Hill Orchard; Walsh seconded. All in favor. Bill of Sale signed.

9. NEW BUSINESS

- Warrant & Finance Chair Email

Town Administrator read aloud email received from Leslie Berlan, W&F Chair with her concerns regarding the budget process and W & F's part in the process..

Before the Board addressed, the Town Administrator wanted the Board to know that she had met with Ms. Berlan and that Ms. Berlan asked for some Trio reports, that she now has, and there were some hard copies available if anyone else wanted to review.

McGurty asked Ms. Berlan wanted to address further.

Ms. Berlan indicated her concern was that they had instituted the Select Board and Warrant & Finance a new process last year which worked very well. At the first meeting when the other Warrant & Finance members were asked, they also thought the process worked well. So, her understanding moving forward was that same process was to be used where the liaisons and the department heads would meet prior to the budget being presented. So, her question to the Select Board was, was that process going to happen?

McGurty responded that his recollection of the process used last year was exactly what was being done this year. He as a liaison ever believed that he ever met with a member of the Warrant & Finance Committee in the process of developing a budget which is what has happened. He had meetings last week with the Town Administrator and Treasurer to actually build the budget which will allow us today to have the Department Chair (in this case Jennifer Roux, Town Administrator) present a preliminary budget to the Select Board for their consideration. Not that they are going to approve that budget today, because they haven't seen it either. For them to understand the scope of that budget, what might be necessary in terms of recommendations that come forward from the staff, so that they can provide feedback to that. This is similar to last year, we invited the Warrant & Finance Committee (which is what happened this year) so that you could hear all of that and have an opportunity to participate and ask questions, etc. So, what is happening this year to the best of his knowledge is exactly what happened last year. The distinction is the budget is prepared by staff. The Warrant & Finance role is to review the budget, make its recommendations on what the proposed budget is from the Selectmen, but they haven't even seen it yet.

McGurty indicated he was not sure what the issue was. Winchell noted the Warrant & Finance's

roles is to review the warrant once in front of them.

Ms. Berlan stated last year she met with Walsh and the Fire Department Head, and they had her make recommendations on changes before the budget was presented, including working with robin Ham to develop his budget.

Winchell stated that there was an issue with that. It is great that you did that... Walsh interjected that last year it was agreed to that the liaison from this Board and the liaison from Warrant & Finance would meet with the Department Head and go over the budget, not necessarily develop it, but go over the budget so that they had it to take back to Warrant & Finance. That piece is missing this year.

Berlan to Winchell commented that they had done the same thing. Berlan, Langley and Winchell met. Winchell stated we did not develop the budget together. Berlan answered no, we did talk about it and any potential changes which might need to be made, all prior to the budget being presented.

The Town Administrator stated that the Municipal government was different as this was the Select Board's budget. Even though the Select Board oversees all the budgets – roads, transfer station, etc., the day-to-day operations really is the Municipal budget. Joyce Bakshi stated she met with the Town Administrator and McGurty prior to the budget presentation.

Berlan indicated she just wanted to clarify they knew what the process is going forward. Perhaps it was an oversight or misunderstanding, but let's clarify it.

McGurty stated he had a philosophical point that it was the role of staff to prepare the budget and then present that to the Selectmen to get their input at an appropriate time, a place in there to meet with the Warrant & Finance Committee. What was done last year was what was previously done: the budget was prepared, then Warrant & Finance met with the Department Heads all with thoughts and questions and somehow that needed to be assembled all together which were done in separate settings. What we did last year was, let's get everyone together so that when the Selectmen ask their questions about the budget and try to come to some conclusion about what we should be having in there, the Warrant & Finance Committee should be there as well. Let them ask their questions, let them talk to the Selectmen, that was really the principal goal set last year when that process was put in place and is the plan the Select Board plans to follow this year. If the Warrant & Finance Committee Members want to have a meeting with the Department Chair and whether the liaison from the Select Board is there or not, if you want that meeting, you should go ahead and have it. But not something McGurty feels is necessary to the process.

McGurty is trying to reduce the number of meetings and the back & forth where the group ends up talking but not talking to each other. He would like to get people in the room, talk about their issues, make sure all are on the same page and hopefully get to a point where there is a budget that everyone understands what is in it. They may not agree, but they understand what is in it which allows the Select Board to make their decisions and then move on to the Warrant & Finance Committee so that they can make their recommendations.

Bakshi commented that having liaison, liaison and department head is what made it work last year. Winchell stated the Select Board was still planning on doing that. Example: A meeting was held tonight with Langley. There were circumstances. There was a bunch of stuff that needed to be added to define all of it; it would have been a waste of time for liaison, W&F liaison to meet with Department Head because it was not ready due to other stuff that needed added in after the fact.

Winchell told Berlan that he appreciated the email it was a little short fused, but the Select Board was not trying to be defiant to the Warrant & Finance Committee. They are trying to do what was done last year; they just haven't gotten there yet. The process is just starting.

The Town Administrator stated there are certain times of year which are busier than others. There is a new Treasurer that is doing her best and is learning the process, a new budget for the first time, writing a warrant for the first time and Mark Roy who is working with the town closely for the first time. You have asked for 5 years' worth of history for all these accounts; it's balancing; it was just an oversight. Ms. Berlan indicated that she appreciated the Town Administrator getting that information. The Town Administrator repeated that she agreed with Winchell in the fact that she had done nothing but work with the committee, but the email was short. When you read that over the weekend and you are working 60 hours a week trying to get every department head what they need when they need it and you read that on a Saturday or a Sunday, what happened to just a simple question?

Winchell noted the Select Board was going out of their way to work with the committee because they don't have to. If the committee reads the ordinance, the ordinance says what the committee's job is. It does not matter if anyone tells the committee differently but the ordinance should be read. The Select Board has gone above and beyond saying that they were going to work with the committee. So, just let us work with you; we will get to that step. It is coming.

The Town Administrator wanted to make a clear point moving forward that the Board was scheduled to do Municipal Government tonight and now realize that the Warrant & Finance Chair had not seen it, but have asked the Treasurer to be here (who has family at home) and the Code Officer to be here and would ask for the Select Board's support to at least allow us to go through this tonight and then we will continue with that. Response: Absolutely! Can we have hard copies of it? Warrant & Finance has a meeting on Monday and will be looking at the General Government budget and if there are any questions the Chair will email the Town Administrator.

The Town Administrator asked the Select Board since there was a temporary suspension on the Warrant & Finance policy, so to be clear that her understanding as a Town Administrator was what the process was going forward. The email was received wanting 5 years' worth of requests; it is not known if the current Warrant & Finance Committee all requested; does not know if it was 1 member or three. Am I waiting for a motion and a vote knowing the full committee wants X information or am I taking it from any of the members as long as they go through the chair? Discussion ensued.

McGurty noted if it was a simple request, the Town Administrator could comply with it; if the request requires a lot of work, then the Select Board should discuss. Requests should be made formally to the Select Board and the Select Board then can decide to do that. If it is a significant effort, this is already on top of staff that have full-time jobs, and it is incumbent of the Select Board to understand what that is. Winchell suggested that next time the committee do what most committees do when they want anything, they take a vote.

- General Government Budget Presentation

This is the first time the Select Board is seeing this budget. The Town Administrator indicated she would go through it quickly and no votes would be taken at this time.

- The Select Board has not decided what increase staff will get. They are looking at the school to see what they do in an effort to treat all Town employees the same. For the sake of moving some number forward they have used 3 ½% as a place holder. This can be adjusted depending on the vote. Explanations were offered as to how the number increase number was achieved. Generally, you would take the salaries and times it by 3.5%, however for certain lines you can't do that:
- The Select Board went from 4 members to 5 members; pay weeks went from 53 pay weeks to 52 pay weeks; and Social Security and Medicare are calculated on their own.
- Assistant Line increased.
 - There are two clerical positions: the Deputy Town Clerk/Tax Collector and the Office Assistant that works for the Town Administrator and Treasurer as needed.
 - Staff works Tuesday – Friday (36 hours) – Budgeted 1 position at 38 hours and 1 position at 40 hours to use when workload demands extra time. Monies were added for cross-training. The Social Security Misc line was removed as it was not needed.
- IT Director of Technology increased.
 - IT support, website and everything that position holds.
- Unemployment/Worker's Compensation
 - To be reviewed. Treasurer has worked hard to pull the last 3-4 years of information to see what was paid. The Town of Acton pays all of the Worker's Comp expenses and the school reimburses a portion for their employees; broken down by salaries. This line has not been budgeted correctly for the last couple of years. The number shown is the Town of Acton's portion. This number also goes up based on claims filed. The number presented was taken directly from the bills and will be reviewed by Mark Roy when he returns from his absence.
- Health Insurance increased 8% this year. The number presented is based on the Acton Town policy and the benefits offered.
- Medicare – calculated based on wages.
- Other Employee Benefits
 - This is Maine PERS, PTO, Longevity for all departments.
- Office Supplies increased slightly due to purchase increased rates and postage.

- The Heating/Fuel number was dropped slightly based on the last couple of years trend.
- Employee training was flatlined.
 - Bills generally start coming in in January because all the certifications end in December, budget was left the same.
- Accounting line was lowered.
 - This is the line that pays for Mark Roy's services.
- Legal was flatlined.
 - Audit was increased slightly since we do not know what the next audit will bring.
- Drug Testing
 - There are some employees in a pool. One can be picked or they all can be picked once a year. This is a must budget for item.
- Lien Costs – lowered slightly.
 - Number changed due to trends and because liens are generally filed in the next fiscal year.
- Alarm Maintenance - This number has gone up a little bit.
 - There were new motherboards installed.
- Electricity – lowered.
 - Review of bills from the last 4 - 5 years indicate the cost is going down.
- Telephone – increased.
 - These service costs have gone up.
- Building Maintenance and Repair - lowered
 - Comfortable dropping due to same yearly trends.
- Trio – increased
 - This software platform that runs all of the cash receipting, clerk and tax collecting services has gone up.
- Equipment Repair and Maintenance – flatlined.
- Lawn Care – flatlined.
- Liability Insurance – flatlined
- Printing – Advertising and Town Report combination
- Land – approved at Town meeting and purchased. No need to worry about that again.
- Municipal Vehicle – added to the budget
 - There has not been any discussion with the full Select Board about this item yet.
 - If obtained it will zero out the Town Administrator, Treasurer and Code Officer's mileage reimbursement accounts. The vehicle would be used by staff for town business only.
- Computer Equipment -flatlined
- Tax Abatements and Write-offs – flatlined
- Contingency Fund – removed from General Government
- Goat Hill – this is a small \$500 donation

At this point in the presentation McGurty stopped the Town Administrator to take questions.

- Walsh asked about the 1% that the State put through and where it was reflected. Town Administrator noted that it was not included and should be. Good catch.
- Mr. Ray Lopez asked where the EMA Director line was. The Town Administrator responded that the EMA Director was part of Public Safety, and that budget would be presented at a later date; tonight was just General Government.
- Mr. Lee Robator – When there are conversations about a municipal vehicle, will there be an analysis done on how much you spend on reimbursements and show the additional costs of the vehicle for comparable purposes? Response: Yes. A backup presentation is being worked on.
- Mr. Ray Lopez asked about the drug testing pool and not everyone being tested. The Town Administrator responded that the Department of Transportation, Department of Labor, sets who is legally allowed to be drug tested.
 - Elections – increased due to State Minimum Wage increase on January 1st.
 - Register of Voters – this line is zeroed out.
 - McGurty will speak to the Town Administrator/Town Clerk/Tax Collector/Register of Voters/Deputy Treasurer line items that were all combined as one position which zeroed out the Register of Voters line.
 - Treasurer – increased – also includes merit increases based on training that she will accomplish.
 - Social Security, Medicare and Office Supplies are staying the same.

Tom spoke about the Department Head's wages. The Select Board engaged Mark Roy's firm to do a review of comparable wages at other towns that are comparable in size and scope to Acton. Findings were that the Town Administrator needed an adjustment to her salary. That adjustment was reviewed and approved by the Select Board and has been enacted. Five positions; one benefit package. Town Administrator was not part of the process.

Ms. Berlan approached the Select Board to ask if when Mark Roy did the compensation analysis, did he include the benefit packages too? Response: Yes.

Another item to mention was the \$5,000 from Register of Voter's line was moved over; subtract that to see the actual increase. Social Security and Medicare, Supplies remained the same and mileage was removed.

- Assessing – flatlined.
- Contract Equipment – related to O'Donnell's – flatlined.
- Land Use – change looks like a 1.5% increase instead of a 3.5% increase. In 2025 there were 53 pay weeks and this year's upcoming budget has 52 weeks.
- Land Use Assistant – also includes a small Merit raise increase possibility added; allows for training/cross-training.
- Deputy Code Officer line was dissolved from this department and put towards the clerical wages and the Department Head as he sees fit will determine the best use of his Deputy by possibly utilizing his current Land Use Assistant.

- Social Security and Medicare remain the same.
- Office Supplies and Training – no changes there.
- The only other change is the removal of the mileage and tolls.
- Contracted Services – even though very little has been spent in the past, there are big projects set for the start of the new 2025 year; the Code Office will be meeting with Liaison and Warrant & Finance Liaison to discuss more one-one regarding what it looks like because he intends on spending that down with a revamping of the zoning ordinance.

Summary: First look has General Government increasing by 5%.

Mr. Dennis Long approached the Select Board with a couple of observations.

- Earlier, when mention about the budget process and how to proceed, that is all covered under the policy. The Town Administrator answered that the policy was dissolved and temporarily suspended that policy several meetings ago. Mr. Long commented the policy was still on the website. The Town Administrator indicated that it may still be there, but she could pull the minutes to show Mr. Long when it was suspended.
- Where did the 3.5% come from for salary increases, what was the basis? McGurty responded it was a number to use as a place holder; it does not reflect anything the Board has discussed; it is a little above the inflation rate; so, it was just a number that was picked. Mr. Long noted that with the employee half of percent being covered the increase is higher; the Town Administrator stated this was a good point and will check with the school. The compensation benefit will go up 1.2 percent and the salaries will go up currently as 3.5% until further decision.

McGurty gave feedback and asked the Select Board for their input. McGurty noted with setting the budget, it is important to set early on some goals and the principal goal being thought about is the overall growth in the budget and the impact on the tax rate and the Municipal budget is around 40% of the total budget. There is about a \$5 million budget, the school's got a six plus million-dollar budget. Last year the Municipal budget decreased, and the school budget increased. At some point both budgets need to be brought together and do some forecasting on what the impact will be on the tax rate. It is not known when the Select Board will see the school budget, it may be much later in this process. Typically, it is not the Town Administrator, it is towards the end of the process. So, the Board is going to have to do their best to continue to keep this budget open as information is received from the school to try and make sure the Select Board keeps the effect on the impact on the tax rate to as minimum levels as possible. McGurty indicated he did not know how to set a goal beyond that.

Walsh agreed and thought McGurty was right on.

Norwood commented that this was tried last year, and the Board had the same problem as the school numbers weren't received until much later which the Board

then had to figure out what adjustments to make. But, at the end of the day, you are right, making sure the Select Board provides adequate services. More than adequate services, making sure the people can afford it.

Winchell commented that at the end of the day, looking at inflation, the Board stays a percentage or so away from that as a goal. When the Board went through the budget, he thought they did well to flatline and cut back on a few things. Obviously, things have changed, but we should set a goal to be a little bit more than inflation.

McGurty commented that the inflation rate is important, especially when there is a dislocation in the economy that is currently happening. Employees are trying to support their families, and the Board needs to be cognizant of what the real underlying inflation is and take that into account for our people.

Winchell agreed. Further discussion ensued regarding hiring, turnover and wage catch up.

- Fine Violation Letters

The Code Enforcement Officer presented to the Board in Executive Session three land use violations to be enacted upon pursuant to the ordinance's section that cites the Board to set some sort of penalty for the need to be resolved.

- Map and Lot 227-010: This is a violation for \$2,500 as there was no growth permit or permit for the house and it was a full house that was being constructed; no inspection either. The individual knew his permit expired in 2017 and decided he was going to build any ways. The Select Board decided upon the maximum fine for negligence on the property owner. When asked if the owner has done anything to correct the situation, the Code Officer responded that he notified the owner that no permit will be granted until a structural engineer is obtained to review the construction because there were multiple issues seen. The violation letter has been drafted and will be sent certified.

McGurty made a motion to assess a fine in the amount of \$2,500 to the property owner of Tax Map/Lot 227-010; Norwood seconded. All in favor. Motion carried.

- Map and Lot 117-057-002: A \$2,500 violation was issued for mineral extraction. The Code Officer explained that when he discovered the violation, there was significant damage done to the property with the extraction of gravel. The property owner was told to immediately stabilize the area and remove the equipment by the end of the weekend. He complied. This property owner is currently being worked with as he wants to go before the Planning Board to receive a mineral extraction permit. If he does not pay the fine, he will not be able to go in front of the Planning Board. If permit is not granted, property owner will be required to perform a revegetation plan.

McGurty made a motion to assess a fine in the amount of \$2,500 to the

property owner of Tax Map/Lot 117-057-002; Norwood seconded. All in favor. Motion carried.

- Map and Lot 101-008: A \$500 violation was issued for the construction of a patio from the house deck to a permanent dock in the water (dock had concrete peers in the water which is not allowed through the State nor the Town). The Code Officer did not involve the state but contacted and involved the Saco River Corridor because they are also a permitting authority. A copy of the violation was sent to them as they plan to also pursue. The property owner was required to remove all the structures not permitted nor allowed near the water.

McGurty made a motion to assess a fine in the amount of \$500 to the property owner of Tax Map/Lot 101-008; Norwood seconded. All in favor. Motion carried.

The timeframe on the violations is thirty days and each will be revisited for compliance. If there is no action, violations will continue.

- Resignation

Mr. Robert Anderson submitted a resignation as he will no longer be able to serve in the capacity of Constable effectively immediately. The Board expressed their thanks for the many, many years of service. A posting will be put together for a new Constable and advertised.

Winchell made a motion to accept Mr. Anderson's resignation; Walsh seconded. All in favor. Motion carried.

- Animal Welfare Agreement

The Town Administrator presented the Animal Welfare Agreement with Kennebunk Shelter which takes effect on July 1, 2025 for signatures. The agreement is the same as last year including the fee of \$3899.66. This request is early so that the town will not be excluded if their space and staffing capacity is reached.

Norwood made a motion to accept the Animal Welfare Agreement as read as long as Municipal Management is approved at the Town Meeting; Walsh seconded. All in favor. Motion carried.

- Medical Reimbursement Billing Fees

The company who services the medical billing for the town was contracted in 2018. The rates for these services have not increased until this year. The rates are calculated based on the State, insurance and Medicare. This year the company is requesting an increase of \$1.00 per mile and \$50 for the A429 code and \$60 for the A427 code designated by the type of care level received.

McGurty made a motion to implement new medical reimbursement billing fee rates as presented; Walsh seconded. All in favor. Motion carried.

10. PENDING

11. PUBLIC COMMENT

- Phil Caruso approached the Board to clarify the importance of what he was speaking about regarding Emergency Management plans is that they only are put into effect if there is a declared emergency. With drafting the document, it is important that all the department heads listed to have responsibility in the document have a part in reviewing the document. He proposes that all the Town Administrator, Select Board, Department Heads, Fire Department, Health Officer all get a copy to review and come together with suggestions and corrections.

12. MEMBERS PRESENT - David Winchell, Jr., Chair, Tom McGurty, Dan Norwood, Ed Walsh, Jon Denekamp and Jennifer Roux, Town Administrator.

13. ATTENDANCE

Joyce Baski, Leslie Berlin, Phil Caruso, Deborah Caruso, Lee Robator, Maryann Robator, William Langley, Joe Ruma, Deborah Lopez, Ray Lopez, and Dennis Long

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