

TOWN OF ACTON SELECT BOARD MEETING

May 11, 2022

6:00pm

PUBLIC HEARINGS --

1) **BARN LIGHTS:** A representative from the Barn Lights establishment was present to answer questions from the Select Board. There are no comments or concerns regarding the dispensation of the liquor license.

2) **THE SHED:** A representative from The Shed Restaurant was present to answer questions from the Select Board. The only concern regarding the dispensation of the liquor license was the final inspection of a fire suppression system which will be conducted by the Fire Department.

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. WARRANTS/BILLS: Signed

3. APPROVAL OF AGENDA: A motion was made by Kimberly Stacey-Horn to approve the agenda. Tom McGurty seconded the motion. All in favor, motion carried 3-0.

4. MINUTES OF LAST MEETING: A motion was made by Kimberly Stacey-Horn to approve the minutes of the May 4, 2022 minutes with 2 corrections. Tom McGurty seconded the motion. All in favor, motion carried 3-0.

5. TOWN ADMINSTRATOR WEEKLY UPDATE:

- The District 1 Road Commissioner reported the Nason Road culvert was replaced, repaired, and repaved.
- The Town Administrator presented the Treasurer reports that include the revenue reports with prior expenditures and a forecast of expenditures.
- Bridge reports were received via certified letter regarding the West Shore Drive Bridge and the Rowe Bridge. The Rowe Bridge discussions should be done with Milton, NH, as the border of the state may be in the middle of the river. Several deficiencies were noted and should be repaired as soon as possible. Adam Doliber and the Town Administrator will contact Milton for a follow-up.
- A letter of Notice of Intent was received by the Town Administrator regarding a "Natural Resource Protection Act" on Langley Drive regarding wetland alteration and stream shore crossing.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. **Fire Department:** Kathy Dobson reported from the Fire Department regarding "The 50th Plus 2 Open House" to be held on May 21, 2022.

B. **Recreational Department:** Samantha Singleton, Rec. Department Director reported on the progress of the baseball teams and requested permission to allow a scrimmage team of children ages 6 to 14 years old. She also would like to have a fenced in playground area near the bleachers under parental supervision. The Town Administrator will give Samantha an updated copy of the Rec. job description

C. **Robin Ham, Transfer Station Superintendent and Handyman** requested that Will Langley could pile up the brush to maintain a pile until the chipping in June. He also would like to update the gate to a sliding gate for safety.

7. OLD BUSINESS:

A. Siding Bid - May 25, 2022: The bid deadline has been extended and the job has been re advertised.

B. Paving Bid - May 25, 2022: Request letters to bid have gone out and the opportunity is posted in newspapers and on the Town website.

8. NEW BUSINESS:

The Town Administrator requested that the Auditor discussion be added to the agenda. She reported that one firm has withdrawn its bid. Tom McGurty stated that the auditing company of RHR Smith Company, led by Ron Smith has reiterated that the company provides a rotation of partners and auditors to review the financial records and they regularly have peer reviews and a 10% in depth audit each year. Tom McGurty then suggested that perhaps the auditors could do an in-depth review of one area such as purchasing. The price is stable for three years.

A motion was made by Tom McGurty to accept the cost and hiring of HRH Smith as auditors for the fiscal year ending June 30 2022. Kimberly Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

A. Treasurer Appointment & Duties: The Town Administrator stated the Treasurer's position has been posted.

Kayla Moulton will be the appointed Treasurer until June 30, 2022. There will be a division of the job's duties as presented by the Town Administrator that will provide appropriate checks and balances. Ron Smith will be appropriately and personally involved.

A motion was made by Kimberly Stacey-Horn to issue a Certificate of Appointment to Kayla Moulton as Acton Town Treasurer until June 30, 2022. The motion was seconded by Tom McGurty. All in favor, motion carried 3-0.

B. Liquor License:

A motion was made by Kimberly Stacey-Horn to accept an application for a liquor license from Barn Lights. The motion was seconded by Tom McGurty. All in favor, motion carried 3-0.

A motion was made by Kimberly Stacey-Horn to accept an application for a liquor license from KB Enterprises doing business as The Shed. The motion was seconded by Tom McGurty. All in favor, motion carried 3-0.

Joyce Bakshi, of the public, asked for clarification as to who Kayla Moulton was and who Ron Smith was. The Town Administrator explained their roles.

C. Pole Permit: An application for a pole location has been reviewed by Adam Doliber.
A motion was made by David Winchell Jr. to accept the application from Private Power Services to install pole #11 at River View Drive for private power service. Tom McGurty seconded the motion. All in favor, motion carried 3-0.

D. Fire Policy : The Town Administrator reminded the Select Board that past practice was that the Town would waive the Town's permit requirements if a citizen's home burns down.
A motion was made by Kimberly Stacey-Horn to accept a fire victim policy that permits exemption from all town revenue fees. The motion was seconded by Tom McGurty. All in favor, motion carried 3-0.

E. Rec Director Job Description:

A motion was made by Kimberly Stacey-Horn to approve the appointment of Jennifer Dalms as a member of the Rec. Department Committee. Tom McGurty seconded the motion. All in favor, motion carried 3-0.

A motion was made by Kimberly Stacey-Horn to approve the appointment of TJ Dalms as members of the Rec. Department Committee. Tom McGurty seconded the motion. All in favor, motion carried 3-0.

The Rec. Director job description has been amended to name the Director as the Chair of the Committee. Discussion ensued that revolved around the director's position as an advisor to the committee or as a voting member. The adjustment to the job description has been tabled until next week's meeting.

9. PUBLIC COMMENT: None

10. ANNOUNCEMENTS:

Wednesday, May 11 Select Board 6:00pm
Wednesday, May 18 Select Board 6:00pm
Thursday, May 19 Planning Board 6:00pm
Wednesday, May 25 Select Board 6:00pm

11. MEMBERS PRESENT: David Winchell Jr., Kimberly Stacey-Horn and Tom McGurty

12. ATTENDANCE: Robin Ham, Adam Doliber, Chris Palladino, Joe Ruma, Joyce Baski, Ray Lopez, Dennis Long, Deborah Lopez, Judy Shain, Barn Lights Representative, Cassie Dobson, Samantha Singleton