

TOWN OF ACTON SELECT BOARD MEETING

November 16, 2022

6:00pm

1. **CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**
2. **WARRANTS/BILLS: Signed**
3. **APPROVAL OF AGENDA: Kimberly Stacey-Horn made a motion to approve the agenda, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.**
4. **MINUTES OF LAST MEETING: Tabled**
5. **TOWN ADMINISTRATOR WEEKLY UPDATES:**

- **Sheriff's Report:**

There was a report of an accident on Goding Road with a patient transport, an arrest was made for outstanding warrants, there was a theft of signs, a report of a missing person which led to a domestic violence interaction, a report for a well check led to an unattended death report, an accident at Shapleigh Corner was a result of DUI, a report of theft of catalytic converters at a business was investigated, following a vehicle stop, a high speed chase resulting in a crash on Sam Page Road where the pursued ran on foot, a burglary in progress call from Shapleigh resulted in a refrigerator and washer and dryer were stolen, the Sheriff's were given a Law Enforcement Accreditation Award, and the Deputies attended the Trunk or Treat and a nice time was had by all in attendance.

- The Sheriff's Contract was resent to the County Manager. The County Manager declined all of the proposed changes set forth by the Towns. The Contract was analyzed line by line and differences were highlighted. A meeting will be held in Shapleigh on November 29, 2022. The Contract is to expire on December 31, 2022.
- The Town radar sign will be evaluated to see if the company can fix the sign.
- The Road Committee is to meet with the Bridge Ranger, Mr. Foster, to ascertain his opinion on the Town's Culverts and Bridges. The consultation is at no charge. Will Langley and Adam Doliber will attend.
- The Sheriff's Department cancelled the Senior Citizen Driving Safety/AAA class due to lack of interest.
- Thanksgiving Day Dinner will be held at the Town Hall, sponsored by Neighbors Helping Neighbors at 12:30 pm, Thursday, November 24, 2022.

6. **DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

A. Fire Department: Wayne Ham reported that Rick Smith will be the Deputy Chief of Operations and Adam Small will be the Deputy Fire Chief. The Tank Truck is ready for its factory inspection and Wayne and Adam will be traveling to South Dakota during the last week of November, at the expense of the manufacturer, to be sure the truck meets the standards set. It is anticipated that the truck will be delivered to the dealership in Plainville, Massachusetts. The Department is operating with one truck short.

B. Warrant and Finance: Dennis Long, Chair. asked if the Open Town Meeting could be changed to March or April and if so, the budget process should be accelerated to accomplish the process.

Tom replied that the School has had their financial statements since September. The Town has not received their financial statements as of yet. Tom restated that the RFP for the auditing company did not produce any other firms available for the audit. The general ledger is not available to put out financial statements. The School has a surplus in their budget. The Town also has some. Tom is concerned regarding the financials and the Town can't start the budget process yet so the Town Meeting cannot be scheduled yet.

C. Road Commissioner, District 1, William Langley reported that the paving is complete on West Shore Drive and Young's Ridge. The binder has been put on, the shoulders are graded and they will be completed in the spring. Will stated the paving company really pulled through for the Town. David Winchell Jr. stated that Adam Doliber will have to be sure there is enough gravel on Young's Ridge in spots.

7. **LIAISON UPDATES**

Tom – Has no updates

Warrant & Finance Committee, Transfer Station, Fire Department, Capital Improvement

Kim - Recreational Committee: The DOT reported that the application needed some confirmation and that was done and the driveway permit should be approved shortly. No further updates.

School, APAT, Cemetery Committee

David- Roads & Road Committee: The Bridge Ranger visit is on Monday, November 21, 2022.

Code Enforcement and Land Use: The interviews for the Secretary are continuing.

Mary Grant Committee, no update

Conservation / Forest Committee: The job description was sent out and a meeting will be held on December 12, 2022.

8. **OLD BUSINESS**

A. West Shore Drive Culvert: David Winchell, Jr. reported on the Zoom meeting with the Town Administrator and the engineer, Maureen from Ransom. The solution to the culvert replacement is not to install Gabion baskets, replace the culvert as is, in kind and a Surveyors GPS used in conjunction with the Army Corp of Engineers adjustments will facilitate a bid process with contractors.

Bernard Broder asked why the replacement would be in kind. The Town would forgo the grant money, lose the fish restock, and increase the risk that the project could expand. Is this a case of small benefit verses great risk? David Winchell Jr. replied that The Army Corp of Engineers recommended replacement in kind, same spot, same culvert size. One of the Ransom plans included the road built with the culvert, extensive work on both sides of the culvert, with land grabs on both sides. The culvert has been installed since 1998, galvanized, and provides boat access. This is the most economical price and work is confined to the area. The culvert will be the same size, 10 foot concrete block. This will be the engineers and contractors job and the contractor will be responsible with a bond for the risk.

Ray Lopez asked why David Winchell Jr. experiences was not put out for public knowledge was. David replied that it is all on record on the meeting records. Ray stated that a detailed analysis would have been better for the public. Tom McGurty stated that Ray could watch the Public Hearing meeting with the engineers, DEP and the Army Corp of Engineers.

B. Town Hall Water Bid: Tom McGurty reported that the Dunbar Water Company in Sanford, Maine proposal is on the Town website. At the next meeting there would be a vote and a move forward with a proposal.

9. NEW BUSINESS

A. Ransom Intent Letter:

David Winchell, Jr. made a motion to approve the Culvert Design Choice to Ransom Engineers. , Kimberley Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

B. Employee Health Insurance Intent Letter:

The Town Administrator reported that the Health Insurance Carrier also provides a life insurance policy in the amount of one time the yearly salary. To provide the coverage, it would cost the Town 30 cents per thousand dollars of salary, payable each month.

Bernard Broder asked about Salary changes.

Ray Lopez asked if that was based on one year's salary.

Also, the employer payment for the Health Insurance is 85% of the cost. Tom McGurty recommended that there be a compensation consultant to be sure that there is a fair wage /salary benefit.

Ray Lopez remarked that the employee pays 15% of the cost.

If the amount remains at the 85% level there is no need for a change in the personnel policy.

Wayne Ham reported that the rate increase effects his department detrimentally. David Winchell, Jr. stated that there would be further salary increases to help offset the cost.

Ray Lopez wanted to know how many employees this would effect. The Town Administrator replied that two people would be offered the life insurance and ten people would be offered the health insurance.

Joyce Bakshi reported that the Town is above the average of 83%. The Town Administrator replied were these municipalities that Joyce checked, and Joyce replied, "No."

Susan Meeham asked if the employees had to pay a deductible and was told the deductible is between \$1000 to \$2500.

David Winchell, Jr. made a motion to approve joining MME HT Official Medical Life Insurance, Kimberley Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

C. Pole Permit: Signed

D. Direct Billing Agreement from MMA

David Winchell, Jr. made a motion to sign the letter to MMA authorizattng the use of direct debit for the insurance premium, Kimberley Stacey-Horn seconded the motion. All in favor, motion carried 3-0.

E. Close Old Checking Account:

Kimberly Stacey-Horn made a motion to close the Partners Bank checking account ending in #7899, David Winchell Jr. seconded the motion. All in favor, motion carried 3-0.

F. Transfer Station Trailer Box Purchase:

Robin Ham would like to purchase a 40 foot container trailer box, 9 foot, 6 inches tall, for a price not to exceed \$4999.00. He will provide three written competitive prices, including one recommended by David Winchell, Jr. for comps.

Robin would also like to move a trailer, cut the axels off, and mount on railroad ties to be used to store discarded electrical equipment.

Robin asked for guidance regarding the recycle plastic crusher; He feels it needs to be fixed, replaced or removed. Discussion ensued regarding the recycling of plastics. The Select Board asked him to search for a price to fix the crusher and a cost to replace the crusher. The recycling of certain plastics has become costly and not as widely accepted as in the past.

G. Personnel Policy:

The Personnel Policy needs to be amended with the new Health Insurance to read:

- Within 60 days of employment
- Health Savings Account eliminated

The Select Board will read and amend the Policy at the next meeting.

H. Audit Update: given earlier By Tom McGurty

10. PUBLIC COMMENT:

Dennis Long expressed his appreciation for the appreciation that Tom McGurty gives to the Volunteers of the Town. He also stated that on the Road Committee are the two Road Commissioners, and two people who have experience on roads. David Winchell Jr. pointed out that reading and watching training videos are not the same experience as working on roads for a living.

Ray Lopez stated that he has been going to the School Board meetings and noted that the school grouped together with Sanford and pays \$3.84 a gallon for oil. He wanted to know if other Town buildings did the same. The Town Administrator stated that most of Acton's buildings used propane and the cost was \$1.60 to 1.80 per gallon currently.

Susan Meeham had ideas about increasing participation at Town meeting including providing child care, serving coffee and donuts, making signs to advertise Town Meeting, sending a flyer to every citizen, posting alerts on social media, and using the website to add comments regarding other ideas.

Rollin Waterhouse asked if the open town meeting would be combined with the school meeting. David Winchell Jr. stated the change was due to the fiscal year change. Kimberly Stacey-Horn stated that at this point, the open town meeting would be in June.

The Select Board wished everyone an enjoyable Thanksgiving.

11. PENDING

- A. Facility Assessment R.F.P. - 11/30/2022
- B. Town Website R.F.P. - 11/30/2022

12. ANNOUNCEMENTS

November 17, 2022 Planning Board 6:00pm

November 20, 2022 Recreation Committee 11:30am

November 28, 2022 Recreation Committee 5:30pm

November 29, 2022 Capital Improvement Committee 5:00pm

November 30, 2022 Select Board 6:00pm

13. MEMBERS PRESENT: Tom McGurty, David Winchell Jr., Kimberly Stacy-Horn

14. ATTENDANCE - Rollin Waterhouse, Susan Meehan, Joyce Baski, Ray Lopez, Deborah Lopez, Dennis Long, Bernard Broder, Wayne Ham, Robin Ham, Will Langley, Joe Ruma, Virginia Deboer