

# TOWN OF ACTON SELECT BOARD MEETING

February 15, 2023

6:00pm

**1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**

**2. WARRANTS/BILLS - Signed**

**3. APPROVAL OF AGENDA**

Selectmen Stacey-Horn made a motion to approve the agenda; seconded by Selectmen Winchell. All in favor.

**4. MINUTES OF LAST MEETING**

Selectmen Stacey-Horn made a motion to approve the minutes of February 1, 2023; seconded by Selectmen Winchell. All in favor.

**5. TOWN ADMINISTRATOR WEEKLY UPDATE - None**

**6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES - None**

**7. LIAISON UPDATES**

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

Selectmen McGurty met with the Warrant & Finance Chair about the upcoming budget season. Selectmen McGurty also met with Robin Ham regarding Transfer Station budget items but has not yet met with either the Fire Department or Capital Improvement Committee yet.

Kim - Recreational Committee, School, APAT, Cemetery Committee

Stacey-Horn has not met with the School, APAT or Cemetery Committee as of yet; a meeting with the Recreation Committee Chair has been scheduled for Friday to go over the budget and answer any questions she has. Closing ceremonies for basketball were held this past week and went well. Baseball is next.

David - Roads & Road Committee, Code Enforcement and Land Use, Mary Grant Committee, Conservation / Forest Committee

Selectmen Winchell met with the Road Commissioners to talk a little bit about the budgets they will be passing in; Selectmen Winchell noted he has been working closely with Code Enforcement on some items being dealt with the Planning Board; nothing major. The Conservation/Forest Committee meeting held, Selectmen Winchell was unable to attend. The Town Administrator related that Mr. Brazier did come in the previous day with a job description draft for the Board to review Selectmen Winchell had no update on Mary Grant Committee; Daniel Norwood was appointed as a new Mary Grant Committee member last week.

**8. OLD BUSINESS**

A. Investment Policy

Selectmen McGurty resumed Investment policy discussions with the Board noting he had a draft of the Acton, Maine Investment policy that has been put together that was distributed. The Board pulled out the current Investment policy and it seems the draft is more extensive. The Board determined a comparison would need to be done between the two so that nothing in the current policy was missed in the new draft.

The Board went line by line by between policies and instructed the Town Administrator to make some changes and bring back next week.

Discussions then ensued regarding the ideal amount of the fund balance and questions were answered from the public.

B. Facility Assessment RFP's

Two firms (Veritas and TRC) responded to the RFP recently advertised by the Board

Discussion ensued on the two firms and what they could offer the Town. Both companies submitted prices on the 3 buildings requested. After the presentation, TRC sent an email indicated they would be willing to do just one complex for \$10,000.

Public Discussion -

Joyce Bakshi, Capital Improvement Committee Chair indicated the committee met Monday night and reviewed both presentations. Pleased that there was an updated proposal because TRC had a local office and would be available when needed. The Capital Improvement committee would support the choice of having TRC do the work.

**Selectmen Winchell made a motion to award the facility assessment contract to TRC at a number of \$9,500 for the town hall; seconded by Selectmen Stacey-Horn. All in favor.**

C. West Shore Drive Culvert Update

Selectmen Winchell reported that he had a Zoom meeting with Ransom Engineering and the Town Administrator. He stated a draft set of plans had been submitted to review the new culvert. Ransom also put together a bid package but it is missing dates which will not be done until the drawings are fully reviewed. The documents have been distributed for review and discussion at the upcoming meeting.

9. **NEW BUSINESS**

A. Special Town Meeting

The Town Administrator gave the Board a timeline draft:

- Wednesday, February 22, 2023 - Board approves the warrant
- Thursday, February 23, 2023 - Warrant & Finance receives
- Request Warrant & Finance meet on either February 27, 2023 or add the Board to their March 6, 2023 meeting (adding the 2 articles); make a recommendation.
- Select Board sign warrant on March 8, 2023
- Town Hall meeting - March 21, 2023

B. Schedule Budget Workshop

The Town Administrator reiterated that budgets are due on Friday. The Board, Town Administrator and Treasurer need to sit down and a) complete the General Government budget line by line and b) look at the other budgets so that the Board can decide who they want to see and keep in mind the Warrant & Finance will need a few days before their March 6, 2023 meeting.

A workshop was set for Wednesday, February 22, 2023 from 3 to 5 pm.

C. Executive Session 405 6.A.1 - Personnel Issue

**Selectmen Stacy-Horn made a motion to go into executive session pursuant to 405 6.A.1 - personnel issue; seconded by Selectmen Winchell**

**Selectmen Stacy Horn made a motion to come out of executive session pursuant to 405 6.A.1 - personnel matter; seconded by Selectmen Winchell.**

**10. PUBLIC COMMENT - None**

**11. PENDING**

- A. West Shore Drive Culvert - covered
- B. Budgets Due 02/17/2023 - covered
- C. Website Bid Presentation 02/22/2023 - Dan Krampetz
- D. Engineer Presentation 02/22/2023 - Sebago

**12. ANNOUNCEMENTS**

February 16, 2023 Planning Board 6:00pm  
February 18, 2023 Planning Board Site Walk 10:00am (660 Hopper Road In-House Daycare)  
February 22, 2023 Select Board 6:00pm

**13. MEMBERS PRESENT**

Selectmen Tom McGurty, Selectmen David Winchell, Selectmen Kimberly Stacey Horn, Town Administrator Jennifer Roux.

**14. ATTENDANCE**

Dennis Long, Joyce Bakshi, Ray Lopez, Will Langley, Deborah Lopez, Robin Ham, Joe Ruma