

TOWN OF ACTON SELECTMEN'S MEETING

August 4, 2021

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- The Zoning Board of Appeals (ZBA) was held on Monday, August 3, 2021. The ZBA upheld the Code Enforcement Officer's decision; appeal was denied.
- The new HVAC System will be installed between August 17, 2021 and August 20, 2021.
- The requested stamped engineering drawings that were to be provided by M.A. Bean for Canal Bridge have been received. The final payment check will be released on Thursday, August 5, 2021.
- The signs for the Recreation Fields have been received; installation will be scheduled.
- Due to the absence of Selectmen Kimberly Stacey-Horn the purchase policy review will be tabled until the full Board can discuss.
- With a lot of damage in Town due to the rain, the Town Administrator via email notified both Road Commissioners the requirements of performing emergency road work as cited in the Road Commissioners ordinance. Both Road Commissioners provided reports within the allotted timeframe; ordinance met.
- With the Transfer Station position changes and the opportunity to advertise the open position, the Town Administrator asked the Board if they wanted to reconsider the job description. The current employees are grandfathered for health insurance as it was at 21 hours. The policy is now at 35 hours. This position is anywhere from 24 to 27, even 30 hours some weeks; the Treasurer and the Town Administrator have some ideas about maybe combining a few miscellaneous tasks which can be added into the job description. It was recommended this was a good conversation to have once Selectmen Kimberly Stacey-Horn was available. The Town Administrator informed the Board that she would look up the job description and bring some ideas to the table for the Board's consideration.
- The Mary Grant yard sale is this weekend, August 7, 2021 from 8:00 am to 3:00 pm.
- The Town Administrator asked the Board if they had reviewed Mrs. Gail Boisvert email and whose side was indicated? Outcome: The side involved was District 2; the Town Administrator will forward the email to the Road Commissioner, Adam Doliber. Secondly, Road Commissioner, District One, Will Langley handled the West Shore Drive email, however, Mr. Cronin emailed again and would like one of the Board of Selectmen to contact. Discussion ensued regarding the right of way on West Shore Drive and drivers who are crossing Acton to get to Shapleigh. Selectmen David Winchell Jr. indicated he would call Mr. Cronin.

3. WARRANTS/BILLS - Signed

4. APPROVAL OF AGENDA

Selectmen Ed Walsh made a motion to approve the agenda; seconded by Selectmen David Winchell Jr. No discussion. All in favor.

5. MINUTES OF LAST MEETING

Selectmen Ed Walsh made a motion to approve the July 29, 2021 minutes; seconded by Selectmen David Winchell Jr. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES –

- Lois Michaud, Cemetery Committee Chair approached the Board to give an update on the Cemetery Committee work. The committee has been busy combating run off issues affecting the cemeteries. The committee has also been seeking help from the Historical Society and Veteran organizations to get all the Veteran cemeteries cleaned up; work is time consuming and everyone is invited to help out. Mrs. Michaud asked the Board if anything was going to be done about washouts. Mrs. Michaud indicated that the bottom of Town Farm Road was leaking into the cemetery. When asked if the Road Commissioner, District Two looked at it, Mrs. Michaud responded she did not know. The Road Commissioner responded he was unaware of any issue. Discussion ensued as this was Town owned property and road. Mrs. Michaud had not planned on contacting the Road Commissioner without the Boards being informed first. The Road Commissioner will take a look. Mrs. Michaud concluded her update noting the committee was planning on getting back together in the fall; either September or October.

7. OLD BUSINESS

A. Purchasing Policy – Tabled.

The Town Administrator also noted that she would be forwarding the Personnel Policy to the Board as well as it too needed to be tweaked.

8. NEW BUSINESS

A. Private Pole Service Request –

The Town Administrator presented a form for the Board of Selectmen to sign allowing for utility poles to be installed on West Shore Drive. Discussion ensued regarding CMP, easements, right of ways and the uncertainty of where these poles are going to be placed. The Board, even after looking at the attached map, concluded they needed to make sure of where the poles were being placed; in the Town's easement and not on personal property. Discussion ensued. It was recommended that a plot plan be provided; Road Commissioner, District One, Will Langley will call tomorrow and then the Board will go from there.

B. Planning Board Alternate Appointment –

Selectmen David Winchell indicated that he would be sustaining from voting; tabled until Selectmen Kimberly Stacey-Horn is available to provide a quorum.

C. Road Committee Appointment –

Selectmen David Winchell indicated that he would be sustaining from voting; tabled until Selectmen Kimberly Stacey-Horn is available to provide a quorum.

D. Scopes of Work / District 1 and District 2 –

The Town Administrator presented the Road Commissioner's scope of work for the Board to review and approve.

- District 1, Will Langley submitted a scope of work for side mowing; West Shore Drive ditching and shoulder work; H Road ditching and shoulder work. Discussion ensued regarding the amount of time and costs. The Board signed off on the estimates as there were no concerns.
- District 2, Adam Doliber submitted a scope of work to replace a culvert on Sanborn Road; dig out a drive way culvert on Sanborn Road; ditch work on Goding Road; Canal Road shoulder and driveway cleanup work. Discussion ensued regarding the amount of

time and costs. The Board signed off on the estimates as there were no concerns.

Selectmen David Winchell Jr. recommended that the Road Commissioner District 2 take a close look at where Town Farm Road comes out for an old culvert on the downhill side. There is a divot in the road that might be a culvert and if so, it should be gotten rid of so that it doesn't continue to sink after paved.

The emergency portion of the ordinance was again discussed and reviewed; for future information, a plugged culvert qualifies.

E. Executive Session 405.6.A.1. – Personnel -

Selectmen Ed Walsh made a motion to go into Executive Session pursuant of 405.6.A.1 personnel matter at 6:23 pm; seconded by Selectmen David Winchell Jr. No discussion. All in favor.

Selectmen Ed Walsh made a motion to come out of Executive Session pursuant of 405.6.A.1 personnel matter at 7:27 pm; seconded by Selectmen David Winchell Jr. No discussion. All in favor.

9. PUBLIC COMMENT - None

10. ANNOUNCEMENTS

08/05/2021 - Capital Improvement Committee 4:30 pm

08/05/2021 - Planning Board 6:00 pm

08/11/2021 - Board of Selectmen 6:00 pm

08/12/2021 - Road Committee 6:00 pm

08/18/2021 - Board of Selectmen 6:00 pm

08/19/2021 - Planning Board 6:00 pm

11. MEMBERS PRESENT

Selectmen David Winchell Jr., Selectmen Ed Walsh and Town Administrator Jennifer Roux. Selectmen Kimberly Stacey-Horn was absent.

12. ATTENDANCE

Rollin Waterhouse, Lois Michaud, Dennis Long, Joyce Bakshi, Will Langley, Adam Doliber, Leslie Berlan, Renee Hembrough, Dick Neal, Virginia Deboer and Cheryl Drisko.

A motion was made by Selectmen Ed Walsh to adjourn at 7:30 pm; seconded by Selectmen David Winchell Jr. All in favor.