

TOWN OF ACTON SELECTMEN'S MEETING

August 11, 2021

6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- Road Committee Meeting – Meeting will be tomorrow, Thursday, August 12 at 6 pm; the Chair is expecting a large attendance due to West Shore Drive culvert discussions which is on the agenda.
- Town Report Dedication - The deadline for report submittal is August 15, 2021. The Board needs to decide on who the Town report will be dedicated to; the Town Administrator presented by secret ballot her and the Treasurer's recommendation. Selectmen Kimberly Stacey-Horn shared her choice with the Board as well. Discussion ensued. The Board will decide by next week.

Next, the Town Administrator reopened the subject discussed last week regarding additional committee reports the Board would like to have included in the Town Report. Discussion ensued regarding the Animal Control Officer, Recreation Committee and others that may or may not be included; the Board recommended that for Animal Control, Capital Improvement Committee and Recreation Committee starting this fiscal year, information can be tracked and placed in next year's report. It is not necessary for Warrant & Finance as they give a report at Town meeting.

- The Town received a call from Maine Department of Transportation regarding a form that they needed the Town to complete as they were prepping to do paving on RT 109. The contact information they had on file was the P.O. Box address, attention to Lorraine; this information has now been updated. The form was received and the Town Administrator needed the Board to sign tonight. The Board reviewed the form, answered the questions and signed the form.
- Recreation Committee announced that swimming lessons were now available at the YMCA; paperwork is available at the Town Hall. Secondly, the Town Administrator reported that the Recreation Committee is unable to locate the new soccer uniforms purchased in 2019. Last known location was that they were returned to the storage unit. The Chair has thoroughly checked the storage area and Gym. Discussion ensued. The Board recommended the Fire Department be checked as they may have been removed in a box when the equipment was picked up. The Town Administrator will do one more final check.
- The Animal Control Officer is busy working through his list of late dog registrations; he is now down to only 4 out of 7 pages left to do. Late fee per dog is \$25.00. The Town Administrator announced to the public that is an owner no longer has a dog to be registered that might be on the list to please contact the Town Hall with that information. Next step is to send letters in the mail.
- York County Sherriff's Office's report was received. Notable events for Shapleigh included: a mischief event on Mallard Way, Theft, large drug bust, deceased neighbor found and erratic driver; in Acton there was only 1 event – a person in possession of 5 grams of Fentanyl at the Boat launch.

- The school has contacted the Town to help out as there is a need for school supplies. A donation list is available if anyone who like to contribute. Class and grade information is available.

3. WARRANTS/BILLS - Signed

4. APPROVAL OF AGENDA

Selectmen Ed Walsh made a motion to approve the agenda; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

5. MINUTES OF LAST MEETING

Selectmen Ed Walsh made a motion to approve the August 4, 2021 minutes; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Will Langley, District 1 Road Commissioner approached the Board with an update of work done in the Town or scheduled to be done:

- Week of August 23rd – F.R. Carroll will be paving Acton Ridge Road
- Culverts were changed on Eagle Road
- Garvin Road work

7. OLD BUSINESS

A. Purchasing Policy –

The Town Administrator asked the Board to review the Purchase policy and consider what limits they wanted to assign to the Competitive Pricing and Competitive bidding sections of the policy. Proposed for Competitive pricing was to raise the amount to \$5,000 and still get three quotes. Proposed for Competitive bidding was to go out to sealed bid at over \$5,000. Discussion ensued. Outcome was to exempt Road Commissioners from this policy due to supply availability and the requirement to submit scopes of work to be approved for work can begin. It was recommended that the Board develop a policy regarding Submittal of Scopes of Work. The Town Administrator will work with the Road Commissioners. The Board decided to go up to \$10,000 with Board permission and three written bids. The Town Administrator will make the Board's changes and bring back to the Board for review.

B. Private Pole Service Request -

As requested last week, Road Commissioner District 1, Will Langley made telephone calls regarding the pole replacement discussed. It was determined that the leg work was done, Joe Stanley did the survey, 33' from the farthest side of easement was used and the poles are in the right of way. The Board consented to sign the document.

Selectmen Ed Walsh made a motion to sign the pole placement request; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

C. **Road Committee Appointment -**

Appointment for Matthew Winchell was read aloud.

Selectmen Ed Walsh made a motion to appoint Matthew Winchell as Road Committee Member pursuant of 30A M.R.S.A. 2602 until 06/30/2024; seconded by Selectmen Kimberly Stacey-Horn. No discussion. Vote 2-0, Winchell Jr. abstained. Motion carried.

Mr. Matthew Winchell rescinded his interest in a Planning Board seat; there are now two Planning Board Member Alternate seats open.

D. **Transfer Station Superintendent -**

As discussed at a previous meeting, the Transfer Station Superintendant was stepping down. The Town Administrator presented to the Board a draft job description for review. The Town Administrator asked the Board how they envisioned the job description. One concern was providing a position with a competitive salary and benefits as there are many places hiring that are offering a lot of options. Discussion ensued regarding changing the description for a 30 hour plus position to allow for benefits by changing to a Facilities Manager position and incorporating handy man work, facilities work, parking lots, windows, recreation fields, mowing, etc. Since the Board needs to get a jump on this, consideration will be reviewed this week and revisited next week.

8. **NEW BUSINESS**

A. **230-011 Tax Sale, 7 West Shore Drive -**

The Town Administrator informed the Board that 2 bids were received and these were placed subject to the approved tax sales notice. Bids were read aloud:

1. Gary Dunham, 874 Lakeside Drive \$42,900
2. Ryan Beaulieu and Renee McDougal, 65 West Shore Drive \$45,500

Selectmen Ed Walsh made a motion to accept the bid from Ryan Beaulieu and Renee McDougal for \$45,500; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Motion carried.

Selectmen Ed Walsh asked if the bids met all criteria and no one had a conflict of interest; the Town Administrator indicated that no one in her estimation had a conflict of interest.

B. **Cheers to You Inc. Liquor License / Fair -**

The Town Administrator informed the Board that when they approved a mass gathering permit for the Fair, that there was a liquor license attached which also needed to be considered. The applicant Cheers to You have presented 4 different applications (one for each day of service: August 26 – 29, 2021). This is a Nonprofit 501C Company which will be selling beer, wine, seltzer and canned hard liquor at the fair. The Town's routine check processes were performed – There were no concerns cited; insurance was provided and signs will be posted in the parking lots and fair related off limit areas. The State is the ultimate grantor of the liquor license.

Selectmen Kimberly Stacey-Horn made a motion to sign all four liquor applications for Cheers to You Inc.; seconded by Selectmen Ed Walsh. No discussion. All in favor. Motion carried.

C. District 2 Scope of Work / Emergency Culvert Purchase -

Road Commissioner District 2, Adam Doliber approached the Board to update them on Road work completed and present a new Scope of Work. Completed was a second culvert on Sanborn Road. In Lee, NH, Mr. Doliber was able to find two 36” culverts for which he was planning on purchasing both, however, he needed a hand written check from the Treasurer tomorrow to give to the company with the culverts. The Board considered this request and had no issues and agreed to permit this request. Mr. Doliber indicated that Canal Road was now done and with the Board’s approval the plan was to pave tomorrow and then move onto work on Langley Shores Drive. The Selectmen asked about Langley Shores Road and who was responsible for the two 18” culverts. Mr. Doliber responded that the Town was responsible. This work was being done as water was going down the right side of the Road. The Selectmen suggested Mr. Doliber inform the Langley Shores Road Association and if when doing the work, if Mr. Doliber hit ledge, he could come back to the Board for further approval on the increased costs. The Board initialed Road Commissioner District 2’s Scope of Work.

D. Health Insurance Renewal -

The Town Administrator presented the Treasurer’s recommendations on the Health Insurance renewal options. Plan A stayed the same as the Town currently has enrolled in; Plan B and C both had higher deductibles and out of pocket costs. The Treasurer recommended the Board stay with Plan A; this has been budgeted for at Town meeting.

The Town Administrator further announced that the Treasurer reported that the MMA Health Trust was giving more money to the Town and will need to be presented at Town meeting. Until then, a better policy for use will be considered and research will be done; it will take from one to two years to put into place.

Selectmen Ed Walsh made a motion to keep the existing Health Insurance Plan as recommended by the Treasurer; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor. Motion carried.

9. PUBLIC COMMENT

- Mr. Rollin Waterhouse approached the Board and asked when the Town’s HVAC system was going to be installed and the costs associated with the installation. The Town Administrator replied that the dates were August 17 – 20, 2021. The quotes received were:
 - \$10, 824
 - \$9,724

Monies were approved at Town Meeting. Mr. Waterhouse asked if the purchase policy was still in effect during this process and choosing. Selectmen Ed Walsh responded it did not matter; it is still the Board’s policy and if they wanted to, they were allowed to circumvent. Mr. Senecal knows that Town Hall, equipment and is always available when needed. Longevity with vendors was discussed.

Mr. Waterhouse next asked about the Windows to be replaced. The Town Administrator responded that several have been received and when they are all in, they will be presented to the Board to review.

- Selectmen Ed Walsh informed the Board that he had attended the Planning Board meeting and was very impressed. The Board did a good job for a new Board. They did reverse a motion as needed with respect to that, Selectmen Ed Walsh thanked the Town Administrator Jennifer Roux for attending the meeting, taking the lead on the Town Planner and explaining what he does.

Secondly, Selectmen Ed Walsh welcomed Kimberley Stacey-Horn back as she was absent from a few meetings and missed.

10. ANNOUNCEMENTS

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

08/13/2021 - Board of Selectmen 9:00 am

08/16/2021 - Board of Selectmen 5:30 pm

08/19/2021 - Planning Board Site Walk - Map 230 Lot 006 5:00 pm

08/19/2021 - Board of Selectmen 5:30 pm

08/19/2021 - Planning Board Meeting 6:00 pm; (To include a Public Hearing - Map 251 Lot 008 Sub 001)

11. MEMBERS PRESENT

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

12. ATTENDANCE

Richard Burke, Dennis Long, Rollin Waterhouse, Joyce Bakshi, Will Langley, Adam Doliber, Virginia Deboer and Cheryl Drisko.

A motion was made by Selectmen Kimberly Stacey-Horn to adjourn at 7:01 pm; seconded by Selectmen Ed Walsh. All in favor. Motion carried.