

TOWN OF ACTON SELECTMEN'S MEETING
December 29, 2021
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- Mileage rate increased to .585/mile. In line with State rates.
- Site walk for land use permit at 55 Red Gate Lane, Saturday, January 8, 2022
- Discussion regarding office hours for the Board of Selectmen / 1st & Last Thursday 4pm - 6pm and 2nd & 3rd Wednesday 9am - 11am
- Fire Chief sent an email stating that a Medical Director is now required for the Level of the Ambulance
- The Auditors have sent an Engagement Letter for the upcoming year of service. The Treasurer will attend the next meeting to address the pos and cons. The fiscal year begins on June 30th. Mr. McGurty would like to meet with the Auditor, Ron Smith.
- The new windows are in and the work is completed. The used windows have been left behind, and those who wanted them should pick them up before Monday, January 3, 2022, dump run to the Transfer Station.
- The Sherriff reports that there are two applicants for deputies. The salary wages need to be compared to the past salary. There should be a meeting with the Board of Selectmen and the Sherriff.

3. WARRANTS/BILLS

The Warrants and Bills were signed by the Board of Selectmen.

4. APPROVAL OF AGENDA

The agenda of the Meeting of December 29, 2021 was approved.

5. MINUTES OF LAST MEETING

The minutes of the last meeting were tabled.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

- **Leslie Berlin** Reported that Will Langley met with the engineer regarding the culvert on West Shore Drive. He reported that no plans have been received yet. She reported that everything should be done by the book as this is a high profile project. The Department of Inland Fisheries, The Road Committee, The Residents of West Shore Drive are all involved. Dianno would answer concerns regarding access to the Lake. The Department of Inland Fisheries does not want to decrease the size of the culvert, in fact they would like it to increase. The Department of Environmental Protection would like the culvert done in kind. The Army Corp of Engineers met with Colin and would like the culvert done exactly the way it is, to issue a permit, and they would like to meet with the Road Committee. The recommendations should be followed to avoid fines and having to redo the culvert to their specifications. The Land Use Attorney should review the plans. The Road committee received a grant . They would like to contact Inland Fisheries to avoid any omissions and errors. The Board of Selectmen should meet with the residents to explain the regulations of the three agencies involved and realize that each agency wants different things.
- **Leslie Berlin** also presented that the RSMS data entry should begin. The data entry should be done by someone who knows the road and stop signs. Leslie and/or Kim volunteered to do the data entry and have it ready for spring. As for a deadline, it should start after the New Year and be completed by March 1, 2022. Will felt that a date should be set to get the work done. It would

include the information and condition of the roads. Perhaps the date to start would be January 6, 2022 and the data could be updated weekly as needed. The training was intense.

- **Will Langley** updated that he needs to acquire the guardrail to fix the H Road railing. He contacted the company for a price and he would install it himself as they don't have the time or manpower to send someone out at this time.

7. OLD BUSINESS:

A. Policies

- Policies were tabled due to Selectmen Winchell missing at this meeting.
- The Covid Policy from the State needed to be signed and could be approved at the next meeting.

8. NEW BUSINESS:

A. Engagement Letter - Drummon Woodsum

Tom McGurty made a motion to sign the Engagement letter. The motion was seconded by Kim Stacey-Horn. Motion carried, all in favor.

B. Executive Session 405 6.E - Legal Consultation

Tom McGurty made a motion to convene to Executive Session, pursuant to 405 6.E. The Motion was seconded by Kim Stacey-Horn. The Board went into Executive Session. The Board came out of Executive session at 7:10pm. No decision made.

C. Resignation

Jaimie Paquin has submitted her resignation from the Recreation Committee, as the position is not a good fit.

A motion was made by Tom McGurty to accept the resignation, and was seconded by Ms. Stacey-Horn; motion carried, all in favor.

D. Warrant & Finance Committee Appointments

The Town Administrator shared the two names interested in the Warrant and Finance Committee. **A motion was made to appoint to Margarita Borgal is appointed to a term of June 30, 2023; and Romaro Lopez to a term to end June 30, 2022.**

E. Transfer Station Superintendent

A motion was made to appoint Candidate A as the Transfer Station Superintendent by Tom McGurty, and Seconded by Kim Stacey-Horn. Motion carried, all in favor. Name to be announced next week if candidate accepts.

9. PUBLIC COMMENT

- Joyce Baski from the Capital Improvement Committee stated that two volunteers were needed on the Committee, not one - the Town Administrator indicated she would update the website.
- Ray Lopez asked why Executive Session was held in the middle of the meeting. The Town Administrator explained that the Town was paying counsel to be present at this particular executive session, therefore it was put at the beginning of the agenda. The Board tries to hold them at the end, so that public doesn't have to stay otherwise.

10. ANNOUNCEMENTS

Thursday, Dec 30	Planning Board	6:00pm
Wednesday, Jan 5	Capital Improvement Committee	4:30pm
Wednesday, Jan 5	Board of Selectmen	6:00pm
Thursday, Jan 6	Planning Board	6:00pm
Saturday, Jan 8	Site Walk - 55 Red Gate Lane	10:00am
Monday, Jan 10	Conservation Committee	7:00pm
Tuesday, Jan 11	Recreational Committee	6:00pm
Wednesday, Jan 12	Board of Selectmen	6:00pm
Wednesday, Jan 19	Board of Selectmen	6:00pm
Thursday, Jan 20	Planning Board	6:00pm
Monday, Jan 24	Warrant and Finance	6:00pm
Wednesday, Jan 26	Board of Selectmen	6:00pm

11. MEMBERS PRESENT

12. ATTENDANCE - Adam Doliber, Joe Ruma, Will Langley, Robin Ham, Deborah Lopez, Ramiro Lopez, Joyce Baski, Leslie Berlin, Rollin Waterhouse, Dennis Long

Motion to Adjourn the Meeting was made by Tom McGurty and was seconded by Kim Stacey-Horn.

Meeting adjourned.