

TOWN OF ACTON SELECTMEN'S MEETING
May 12, 2021
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- **Transfer Station Leaves** – The Town Administrator informed the Board that there was a resident who requested permission to pick up leaves deposited at the Transfer Station. The Superintendent had no issues with this request as he has to pay for the leaves to be removed; this would be of no cost to the Town. Said individual produced the required minimum liability insurance required. The Board saw no issue in permitting said individual the ability to take the leaves.
- **Transfer Station Open Position/Interviews** – The Town Administrator updated the Board that several resumes were received for the Transfer Station open position which was making the Superintendent very happy. Interviews will be set up with the candidates, Superintendent and Board Liaison Selectmen Kimberly Stacey-Horn.
- **Fire Chief** – The Town Administrator updated the Board that the Fire Chief received the second generator proposal which was sent to the Board and the Warrant & Finance Committee for review. Even though the Fire Chief would like to act upon this quickly, it will need to be presented at the Town meeting. Once approved, the Fire Chief can place order.
- **Warrant** – The Warrant Article has been completed and sent to the Board for a final proofing and signatures. Once completed, it will be posted the first part of next week.
- **Town Hall Hours of Operation** – The Town Administrator asked the Board to consider changing the Town Hall's hours of operation on Thursday evenings from 4pm to 8pm to 3pm to 7pm. Data presented was the amount of transactions completed between 7 pm and 8 pm on 37 weeks of Thursdays; the surrounding Community's hours of operation and the considerations taken into consideration whereas this would affect all departments located in the Town Hall. The Code Officer and Land Use Secretary attend Planning Board meetings two Thursday's per month starting at 6 pm and this would actually give them more time with the public to walk in. Discussion ensued. Date considered for change is June 1, 2021; the Board will consider and this item will be placed on the agenda for next week.

3. WARRANTS/BILLS - Signed

4. APPROVAL OF AGENDA

A motion was made by Selectmen David Winchell Jr. to approve the agenda as written; seconded by Selectmen Ed Walsh. All in favor.

5. MINUTES OF LAST MEETING

Selectmen David Winchell Jr. made a motion to approve the minutes for April 28, 2021 and May 5, 2021; seconded by Selectmen Ed Walsh. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES - None

7. **OLD BUSINESS**

- A. **Flat Ground Road** – The Town Administrator recapped that there was a request to look into MMA’s response on flat Ground Road. The Town Administrator searched through the file and read aloud the first response located, dated 2006. The Town Administrator asked the Board if Mr. Long (requester) could be asked if this was what he was referring to. Mr. Long approached the podium to speak. Mr. Long indicated he was referring to the response received from MMA when Mr. Kryzak was in office; approximately 2014. The Town Administrator reported that she did not see anything in the file that new except a response from Attorney Lenkowski in 2016 but she will continue to keep looking now that she has a better idea of the timeframe in question.

8. **NEW BUSINESS**

- A. **The Shed Liquor License -**

The Town Administrator informed the Board that all parameters were met and there were no issues from Fire or Code Enforcement.

A motion was made by Selectmen David Winchell Jr. to approve the liquor license for KB Restaurant Enterprises dba The Shed; seconded by Selectmen Ed Walsh. All in favor.

- B. **Recreational Committee Request -**

Lori Clarke, Chair of the Recreation Committee has had extensive conversations around the parking lot at the Recreation fields with the Town Administrator and came before the Board to present a formal request. This request was to increase the approved amount to \$5,500, the number projected to complete the parking lot work at the Recreation fields, be permitted to grant the work to Will Langley and to have the Board waive the bid policy so that there is no need to go out to bid.

There were extensive discussions regarding the Road Commissioners taking care of Town properties as a Road Commissioner versus Private Contractor and whether the Board wanted to assign those duties as Road Commissioner duties. Selectmen Ed Walsh made a motion that work at all Town owned properties would go to the Road Commissioners. Selectmen David Winchell opened up further discussions regarding what happens if Road Commissioner was unable to handle Town Building related projects; fairness of dividing Town Buildings, etc. Selectmen Ed Walsh rescinded his motion.

Other topics of discussion also included the Recreation budget, parking lot, use of budget money and/or permission to seek additional funds for projects that were started but incomplete. One such project discussed was bringing water to the concession stand from the well and the possibility of getting it done before parking lot was done so that the area is not tore up after complete. Budget numbers were tossed around. The Town Administrator did not want to speak without actual figures in front of the group and proposed that she and the Chair get together, iron out budget numbers and expenses and then bring back to the Board for further discussion.

The Board approved Will Langley to do the Recreation work and will await the Town Administrator’s update on solid budget and expense numbers for the Recreation

Committee, a list of Town properties, who is to be assigned what and a presentation of a drafted policy.

C. **Electrical Permits –**

The Town Administrator reminded the Board that Mr. Gilpatrick had come to them and received approval to have all electrical inspections be passed off to the State except for the Residential inspections. However, the current Code Enforcement Officer, Mr. Demers indicated to her that he was not qualified to do any electrical inspections. Mr. Demers was unavailable to approach the Board tonight due to a conflict but left the Town Administrator a proposed statement to read aloud to the Board with regards to this situation for consideration. Mr. Demers recommended that the residential piece also be turned over to the State as he is not certified and neither was anyone else locally in the area certified; it would be best to give it to the State to perform. Mr. Demers further conferred that the State Inspector already frequented the area and any residential inspection can also be done at that time. Practices in the past have been for Mr. Laflamme to email over report, report goes into file and then permit can be signed – this leaves a good paper trail.

The Town Administrator also noted to the Board that there were several residents whose power was not being turned on by CMP based on the minutes and that this needed resolved so CMP can be contacted and turn on these resident's power.

Selectmen Ed Walsh agreed the Board needed to move forward on this and wished Mr. Demers was present; the Town Administrator informed the Board that this was the same document that was used in Shapleigh and Mr. Demers felt that the document spoke for itself. Information has been repeatedly put on the CMP "Getting Connected" website but if there is a piece missing, it needed to be sorted out because indications are that the State can be called when the CEO cannot do.

Selectmen David Winchell opened discussions around Master Electricians signing off and the need to clarify responsibilities; he had a few calls he wanted to make before proceeding; this agenda item was tabled for 1 week.

D. **Planning Board**

1. **Resignation**
2. **Appointment Withdrawal**
3. **New Appointment / Current Openings**

The Town Administrator presented to the Board Mr. James Driscoll's letter of resignation from the Planning Board. Selectmen Ed Walsh read aloud.

A motion was made by Selectmen Ed Walsh to accept James Driscoll's resignation from the Planning Board with regrets; seconded by Selectmen David Winchell Jr. All in favor.

With the acceptance of the Planning Board member resignation there was a domino effect whereas, there are two Alternates positions on the Planning Board and one person who move up to the regular seat; Mrs. Pat Pearson and Mr. Michael Demers were both slated as

Alternates. Due to accepting the Code Enforcement position, Mr. Demers did not take his oath and the Town Administrator notified the Board that Mr. Demers was okay with withdrawing his appointment from the Planning Board if the Board so chose and when he was done with his Interim Code duties would again be willing to fill in.

A motion was made by Selectmen Ed Walsh to unappoint Mr. Demers per his request from the Planning Board; seconded by Selectmen David Winchell Jr. All in favor.

This progression will now allow for Mrs. Pat Pearson to step up into Mr. Driscoll's vacated seat and become a full Planning Board Member.

A motion was made by Selectmen Ed Walsh to appoint Pat Pearson as regular Planning Board member effective until June 30, 2023; seconded by Selectmen David Winchell Jr. All in favor.

The Board was offered the opportunity to speak with Mr. Demers via telephone but declined. With these motions being complete, the Planning Board is left with two open Alternate positions to be advertised.

9. PUBLIC COMMENT - None

10. ANNOUNCEMENTS

- 05/19/2021 - Board of Selectmen 6:00 pm
- 05/20/2021 - Planning Board 6:00 pm
- 05/26/2021 - Board of Selectmen 6:00 pm

11. MEMBERS PRESENT

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

12. ATTENDANCE

Dennis Long, Lori Clarke, Carol Ward, Rollin Waterhouse, Adam Doliber, Joe Ruma, Robin Ham, Joyce Bakshi, Mike Long, Will Langley, Katelyn Long and Cheryl Drisko.

A motion was made by Selectmen Ed Walsh to adjourn at 7:05 pm; seconded by Selectmen David Winchell Jr. All in favor.