

TOWN OF ACTON SELECTMEN'S MEETING
September 15, 2021
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- The Town Administrator confirmed with Selectmen Ed Walsh that an appointment was set for him to meet with Maine Windows and Doors representative on Friday, September 17, 2021 at 10:00am.
- RSMS Training has been scheduled for Tuesday, September 28, 2021 at 10:00am at the Town Hall. Attendees to include: Town Administrator, Road Commissioner District 1 and District 2, Road Committee Chair, Board of Selectmen Liaison and possibly one other Road Committee member as backup. Data entry is expected to be done by Road Commissioners.
- Freedom of Information Training – The Town Administrator thanked the Board and School Committee for completing their FOI training class. The Warrant & Finance Committee Chair will be following up with that committee to make sure they complete the training and submit their paperwork.
- Sand Bid – Sand bid was mailed out last week to companies of Road Commissioner's choice; advertisement for the Sand Bid has been completed; available on the website.
- The Town Administrator informed the Board that Mr. Wesley Ham had stopped into the Town Hall and respectfully declined his reelection to the Forest Conservation position; this now leaves an opening on that committee. The Town Administrator will reach out to others in the past that've shown interest and let them know it is open.
- East Shore Drive – The release drafted by the attorney has been reviewed and the property owners indicated they would sign when check is received.
- Homestead Exemptions – The Town Administrator indicated that now that the tax bills have hit the public, calls have been rolling in. The most inquiries are in regards to the homestead exemption which dropped from \$23,750 to \$21,250 due to the Town's reevaluation status. Encouraging residents to read their tax bill. Other than that, it looks like there will be one abatement thus far which has come to light; this will be prepared for next week.

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 Kimberly Stacey-Horn made a motion to accept the September 8, 2021 minutes; seconded by Selectmen Ed Walsh. No discussion. All in favor.

Selectmen Kimberly Stacey-Horn made a motion to accept the August 19, 2021 minutes; seconded by Selectmen Ed Walsh. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

- Will Langley, Road Commissioner District 1 approached the Board to recap the meeting that was held on West Shore Drive. The Army Corp representative did not make the meeting. The Inland Fisheries and Wildlife representative was present and reviewed expectations and options. Others in attendance were: Leslie Berlan; Adam Doliber, Road Commissioner District 2; 4 to 5 residents from Square Pond and 3 to 4 residents from West Shore Drive. Another date will be rescheduled for the Army Corp of Engineers to review and an email will be sent out with the reschedule date.

The Town Administrator indicated that the Town has received numerous calls and asked if there will be any public hearings in the near future as these initial meetings with representatives are informational gathering meetings and the public is not expected to be there at the culvert; Mr. Langley indicated yes and that the Inland Fisheries representative indicated that he would also be available to be at those public hearing meetings to answer questions.

Mr. Langley noted that a grant submittal will not be applied for this year. He would like to wait another year to make sure this is all done right. Currently all is moving in the right direction.

7. OLD BUSINESS

A. Transfer Station Superintendent –

The Town Administrator reported that as of today, there have been no applications received for this advertised position. The Town Administrator asked the Board for input on what to do next; continue to advertise as is or consolidate services and expand the position to make it a 40 hour position with benefits.

Selectmen David Winchell Jr. recapped that the Board met with the Treasurer and reviewed the numbers to discuss making this a 40 hour position and the increase was substantial. So initially the Board decided to put out as it was and see if it would gather any interest. Obviously it did not. So, at this point in time, the Board is going to have to look at ways of making this job a more desirable position.

The Town Administrator asked if she should be put together some of the ideas the Board had as when she spoke to the current Superintendent today, he expressed October 1, 2021 was his goal, however, he was willing to work on through the middle of October.

Thoughts going into the review are: financially, if the Superintendent stays on as a regular attendant and the seasonal position is completed, this will drop the Superintendent's pay and, based on where some more savings can be found, the Town Administrator told the Board she would need to know what other jobs the Board would like to see incorporated into this position to make a 40 hour position. This year, the Board would not need to go to a Special Town Meeting or do anything different because the impact would be next year because when the Fire Department employees started and we budgeted them to start July 1, 2021, we just hired two individuals and the CEO, the health insurance line can support somebody starting in December, but you will see that increase come June when a full year is done.

Discussion started off with Selectmen Kimberly Stacey-Horn commenting that the Board should consider the handyman position incorporated into the full time position. The Town

Administrator recapped that handyman duties will be items such as shoveling, odds and ends, cleaning, mowing, etc to make up the additional hours. Selectmen David Winchell indicated that the position will evolve; the Board can hire right now but not yet expand. The position can grow next year to incorporated considerations such as: contracts that are outlived (like grounds keeper), equipment purchases needed to be made (mower), etc.

Eventually down the road, the Board is looking at the position as being: 25 to 30 hours – Transfer Station; 5 to 6 hours Handyman; balance with extras (maintaining Town owned properties, town hall services and the weekly cleaning). Duties could also incorporate shoveling walk ways, parking lot maintenance, recreation field maintenance and mowing (this would also allow for the incorporation of the monies spent on these contracts into supporting this position). The Board was not looking to make a Public Works Department but just considering routine grounds maintenance to be incorporated.

Discussion continued on how to make the job feasible both currently and future forward to meet the benefits eligibility parameters.

The Board would like to see these additions incorporated into the job description this year, however, the Board would like to have the position as is advertised for another week while developing a plan and job description to move forward with if a 40 hour position is warranted; the Board will also look at what the Town approves of next year. The Town Administrator will draft a job description for next week.

The Board of Selectmen during these discussions also considered the Recreation Director position and to incorporate it into this position was not a good fit; they will discuss this position as a separate issue.

8. NEW BUSINESS

A. Municipal Release Deed -

The Municipal Deed has been prepared for the West Shore Drive property; the deed will be released to the new owners at closing when payment is received. This document has already been voted upon and approved by the Board of Selectmen; all that is needed is the Board's signatures; the Board signed.

B. Pole Permit -

The Town Administrator received a CMP Pole Permit for West Square Pond Road; the Town Administrator believes this to be in error as the Town does not have a West Square Pond Road. The Board reviewed the request and decided they needed clarification and more information. Item was tabled until next week and the receipt of more information/clarification.

C. Proclamation -

The Daughters of the Revolution asked the Town Administrator to present to the Board a proclamation to pronounce September 17 through September 23, 2021 as Constitution Week.

The Board reviewed proclamation and read it aloud to the public.

Initial Motion:

Selectmen Ed Walsh made a motion to proclaim September 17 through September 23, 2021 as Constitution Week and have said document signed; seconded by Selectmen Kimberly Stacey-Horn. Discussion.

Letter was addressed to Selectmen Kimberly Stacey-Horn (previous Chair). An amended motion was made:

Selectmen Ed Walsh made a motion to proclaim September 17 through September 23, 2021 as Constitution Week and have said document signed by Selectmen Kimberly-Stacey-Horn; seconded by Selectmen David Winchell Jr. No discussion. All in favor.

Presentation photo to be taken at the end of the meeting.

D. Executive Session 405 6 A -1

Selectmen Ed Walsh made a motion to go into Executive Session pursuant of 405 6 A-1 personnel issue at 6:39 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

Selectmen Ed Walsh made a motion to come out of Executive Session pursuant of 405 6 A-1 personnel issue at 7:18 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.

9. PUBLIC COMMENT –

- Selectmen David Winchell Jr. commented that statements were made regarding comments he had made publically. The comments questioned were verified as not ever being said. Regarding the Capital Improvement Statements made, Selectmen David Winchell Jr. was the Liaison at the time and appropriately handled the situation as it was his job to do so. And, to be blunt about it, he never called anyone stupid.
- Mr. Ed Woods approached the Board to introduce himself and his wife as they are residents that are direct abutters to the West Shore Drive culvert. Mr. Woods requested that they be notified of the new culvert meeting so that they could attend. Mr. Langley indicated that if he could take their email and contact information, they would be notified. The Town Administrator also took their contact information for the records.

10. ANNOUNCEMENTS (not read aloud)

- 09/15/2021 - Board of Selectmen 6:00pm
- 09/16/2021 - Planning Board Meeting 6:00pm
- 09/20/2021 - Rec Committee 5:30pm
- 09/22/2021 - Board of Selectmen 6:00pm
- 09/23/2021 - Road Committee 6:00pm
- 09/27/2021 - Warrant and Finance 6:00pm
- 09/29/2021 - Capital Improvement Committee 4:30pm
- 09/29/2021 - Board of Selectmen 6:00pm

11. MEMBERS PRESENT

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

12. ATTENDANCE

Rollin Waterhouse, James Driscoll, William Langley, Adam Doliber, Ed Woods, Lore Woods, Katelyn Long and Cheryl Drisko.

Selectmen Kimberly Stacey-Horn made a motion to adjourn at 7:18 pm; seconded by Selectmen Ed Walsh. No discussion. All in favor.