

TOWN OF ACTON SELECTMEN'S MEETING
September 1, 2021
6:00pm

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

2. TOWN ADMINISTRATOR WEEKLY UPDATE

- **Maine PERS Retirement** – The Town Administrator updated the Board that new legislation has been approved allowing those who have in the past initially turned down the Maine PERS Retirement plan will now have an opportunity to enroll if the Town approves at Town meeting. Current employees showed no interest at this time.
- **HVAC System** – The new HVAC system has been installed and is running; staff is learning how to adjust (ex. can't run air and heat at the same time).
- **Tax Bills** – The 2020/2021 tax bills have been mailed out.
- **West Shore Drive Culvert** – The meeting scheduled to go over the West Shore Drive Culvert has been rescheduled for September 14, 2021 at 9 am; Road Liaison is planning on being there.
- **East Shore Drive Damage** – Quotes have been received; this issue is still being sorted out and worked on.
- **Planning Board** – The Town Administrator informed the Board that the Planning Board at their last meeting denied Soltage's reconsideration. Soltage is a solar project company who was looking to change the form of guarantee set in place.
- **Maine Municipal Classes** – The Town Administrator announced to the Selectmen that the MMA Zoom class which was mandatory for the Planning Board to take recently is again available and she was trying to get the Zoning Board of Appeals members enrolled.
- **Town Reports** – The Town Administrator is still collecting reports to be included in the Town Report; there are 10 reports which remain outstanding. Reminder email will be sent out from the Town Administrator.
- **Auditor** – The Auditor is scheduled to be at the Town Hall on Friday, September 3, 2021.
- **Window Quotes** – The Town Administrator has received all the quotes in for the Town Hall Windows and will be forwarding them to the Board for review. Even though the Town Administrator asked for replacement window costs, some of the vendors took it upon themselves to only provide partial replacement and repair costs; these are quite detailed. The Town Administrator asked that the Board review and discuss next week.
- **Barbara Seckar** – The Town Administrator notified the Board that long time resident and volunteer to the Town, Barbara Seckar passed away and a reception will be held on Saturday, September 25, 2021. The Town will be assisting with food set up; more details to follow.

3. WARRANTS/BILLS - Signed

4. APPROVAL OF AGENDA

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

5. MINUTES OF LAST MEETING

Selectmen Kimberly Stacey-Horn made a motion to approve the August 18, 2021 minutes; seconded by Selectmen Ed Walsh. No discussion. All in favor.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Road Commissioner District 1, Mr. Will Langley approached the Board to give them an update on his scopes of work. Items covered were: Acton Ridge, Garvin Road and the September 14, 2021 meeting regarding the West Shore Drive culvert.

Discussion ensued regarding the easement information needed on the Culvert and the Town Administrators pursuit with legal on the matter. Attorney Lenkowski, after receiving provided sketch, sent an email in response for which the Town Administrator read aloud. In the email, the Attorney stated the road was a 2 rod road and it was not clear what information means or was needed. Discussion ensued. Mr. Langley will call Mrs. Leslie Berlan, Road Committee Chair and follow up on information being sought; once complete, he will notify the Town Administrator.

7. OLD BUSINESS

A. Purchasing Policy –

The Town Administrator presented the final draft of the Purchasing policy for the Board's approval, motion and signatures.

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

The Town Administrator will email new policy to all department heads.

B. Transfer Station Job –

The Town Administrator asked the Board for guidance on posting the Transfer Station position; needed was number of hours to be worked, hourly rate, benefit status and length of posting. Discussion ensued. The Board determined that the position parameters will stay as is and that the Town Administrator could run it for 2 weeks. The Board will wait to see what comes in before any reconsiderations are made.

8. NEW BUSINESS

A. Iron Tails -

Mr. Greg Martinez approached the Board to notify them that his establishment would be holding an outdoor event on Friday, September 2, 2021 from 7 to 10 pm; the event would be staying well within the 300 inside/out limit. If it rains, the event will be moved inside and be held from Noon to 3 pm that same day. This notification courtesy was in conjunction with his Planning Board Conditional Use permit whereas, if he had any after hour events, the Board would be notified. Mr. Martinez expects to have one more event on October 8, 2021. On a side note, Mr. Martinez also informed the Board that the wood for perimeter fence would be on site by the end of next week; this will help with noise dampening. The Board saw no issue; no noise complaints have been received.

B. Purchase and Sales Agreement -

The Land Use Attorney has drafted the Purchase and Sales Agreement for 7 West Shore Drive, M/L 230-007. The Board reviewed; all was in order.

Selectmen Kimberly Stacey-Horn made a motion to approve the Purchase and Sales Agreement on 7 West Shore Drive, M/L 230-007 as written; seconded by Selectmen Ed Walsh. No discussion. All in favor.

C. Tattle Street Article 43 Request –

The Town Administrator presented the Tattle Street Article 43 request for the Board to review. This has also been sent to the Road Committee to review. The Board will act upon it after they received the Road Committee’s recommendation; Road Committee is scheduled to meet on September 23, 2021.

D. District 2 Projects -

Road Commissioner District 2, Adam Doliber approached the Board to present his current Scope of Work for approval. Items presented included: Town Farm Road, Hopper Road and Covewood Drive. Discussion ensued; Mr. Doliber’s plan is to incorporate one side road a year that is rough. This update and presentation met ordinance parameters; Selectmen signed Scope of Work.

E. Executive Session 405 - 6A – 1 -

Selectmen Kimberly Stacey-Horn made a motion to go into Executive Session pursuant of 405 6 A-1 personnel issue at 6:28 pm; seconded by Selectmen Ed Walsh. 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 6:42 pm; seconded by Selectmen Ed Walsh. No discussion. All in favor.

The Board indicated they met with Fire Chief Rick Smith to review interviews conducted by a 3 member Interview Board (Rick Smith, Cassie Dobson and Fire Department Liaison, Selectmen Kimberly Stacey-Horn) and the Fire Chief’s hiring recommendations; candidate agility test were already completed.

Selectmen Kimberly Stacey-Horn made a motion to hire Kenneth White and Mary Casper; seconded by Selectmen Ed Walsh. No discussion. All in favor.

The Fire Chief thanked the Board of Selectmen for their continued support.

9. PUBLIC COMMENT – None.

10. ANNOUNCEMENTS

- 09/02/2021 - Planning Board Site Walk - 5:00pm C. Plante 230-006 (Near 65 West Shore Drive)
- 09/02/2021 - Planning Board 6:00pm
- 09/08/2021 - Board of Selectmen 6:00pm
- 09/13/2021 - Conservation Committee 7:00pm
- 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
09/29/2021 - Board of Selectmen 6:00pm

11. MEMBERS PRESENT

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

12. ATTENDANCE

Greg Martinez, Rick Smith, Adam Doliber, Joyce Bakshi, Rollin Waterhouse, Will Langley, Katelyn Long and Cheryl Drisko.

Selectmen Ed Walsh made a motion to adjourn at 6:45 pm; seconded by Selectmen Kimberly Stacey-Horn. No discussion. All in favor.