

**TOWN OF ACTON SELECT BOARD MEETING**

**July 19, 2023**

**6:00pm**

**MINUTES – APPROVED**

**1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE**

**Winchell, Jr. called the meeting to order.**

**PUBLIC HEARING – IRON TAILS**

The Town Administrator, Jennifer Roux, provided a report from the Sheriff's department with a list of calls for the past year at a location closest to Iron Tails. The Sheriff's Department did not express any concerns; the Fire Chief went and inspected the facility with no concerns; the Code Enforcement Officer also did not express any concerns; and no emails were received. Winchell, Jr. requested report regarding calls to Iron Tails specifically. Roux will address updated request.

Public comment: n/a

**Walsh made a motion to close the public hearing; seconded by Norwood. All in favor. Motion carried.**

**2. WARRANTS/BILLS - signed**

**3. APPROVAL OF AGENDA**

**Walsh made a motion to approve the agenda; seconded by McGurty. All in favor. Motion carried.**

**4. MINUTES OF LAST MEETING**

**Walsh made a motion to approve the minutes from 06/28 and 07/05; seconded by McGurty. All in favor, motion carried.**

**5. TOWN ADMINISTRATOR WEEKLY UPDATE**

Roux presented the Board with the requests of the Mark Roy Accounting Firm, including all of the bank access they requested. She also presented the process breakdown as to how the transition will take place and who will do what within the Town Hall and Roy Talbot office. Roux asked the Board to review and report back any concerns. McGurty advised the Treasurer, Accountants, and RHR Smith to work together to prepare the audit report. Roux advised the Treasurer to send out an email to all department heads, confirming AP will be bi-weekly beginning in August.

Roux announced a notice from a landowner, St Germain, on behalf of David J. Pepin Gravel, LLC, a public notice for a hearing at the Town Hall on July 25 at 4pm.

Roux requested the Board come in early for next week's meeting at 5pm and go directly into an Executive Session with Council regarding land use issues: which should be completed by 6pm to go directly into regular business.

Roux confirmed that WGME will be in town for the next few days. They will be doing a feature on the Town, which started today with a feature on the Oldest Town Resident presentation.

Roux spoke with the Shapleigh Administrator regarding a meeting with the Sheriff's Department to negotiate the upcoming contract: Shapleigh would like to hold off for the time being as Acton has not received an offer yet and Shapleigh wants to see where the contract is going first and what will be offered to the Town. The new Major at the Sheriff's Department stopped by the Town Hall to introduce herself. Winchell, Jr. would like to research other options for policing and speak with Towns that have left a contract to hire Police staff directly. Roux will follow up to gather additional information.

Roux provided updates on the Recreation Committee appointments: the liaison will meet with the candidates and appointments should be ready for next week.

Roux announced a CD from a solar project on H Road - \$90,000 coming due on August 9, 2023. Currently valued at \$92,966 and earning 2 percent. McGurty suggested moving the funds prior to roll-over. The Town as FDIC money market account with Partners and suggests opening a separate account with these funds at 4.5 percent. Questions about the interest were discussed and Roux believes the interest goes to the solar account (not to the Town of Acton). McGurty Questioned the Escrow Agreement. Roux believes this is through the Planning Board and will confirm and follow up. McGurty requested a copy of the agreement for review.

## **6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

Will Langley, Dist. 1 Road Commissioner and Adam Doliber, Dist. 2:

Addressing Roll Over money for paving: Langley and Doliber indicated they believed they would receive the roll over for one more year and next year special projects would take effect. Winchell, Jr. confirmed that discussions occurred about a reserve and Doliber completed the reserve and Langley did not. There was a discussion about special projects to be completed to utilize the remaining funds. Langley and Doliber indicated they thought this was for the next fiscal year. McGurty questioned the amount lost: Doliber indicated \$85,000, Roux confirmed a pending invoice for work completed of \$60,000. Langley indicated approximately \$30,000 not used. McGurty advised the funds are no longer available. Winchell, Jr. continued, indicating that this transition was to b

McGurty indicated that per the Warrant Articles a project list should be available in advance and questioned if there is currently a list of projects for summer maintenance and paving. Doliber indicated a paving list was made available for the Budget Meeting. McGurty continued to advise complaints being heard about road maintenance and suggested a list be posted for residents to be aware of plans to address road maintenance. Winchell, Jr. continued with similar resident concerns about grading: reaffirming that grading should be included in the summer maintenance plans and should be completed in April each year.

Walsh requested a meeting with Langley and Doliber as the new liaison: to be set up.

Winchell, Jr. questioned the status of current paving and shoulders; confirmed by Langley and Doliber.

Robin Ham, Transfer Station:

Ham requested a schedule for tree removal at the Transfer Station. McGurty indicated the project has not yet been approved. Roux confirmed part 1 and part 2 have been approved, pending the schematic. McGurty indicated tree removal should not occur until the project schematics have been approved. The project has not yet been funded. Ham made a request to put up a camera for a better understanding of the needs of the transfer station.

## **7. LIAISON UPDATES**

Norwood met with the Conservation and Forest Committee Chair to discuss the direction of where the committee would like to go in the future. A discussion also took place with Superintendent Ross to set a meeting to get better understanding of the school board and set a plan to meet in August.

Walsh – n/a

McGurty – n/a

Winchell, Jr. has meetings scheduled with potential Recreation Committee Appointees.

## **8. OLD BUSINESS**

### A. Updated Engineering Proposal - Rec Field

Roux provided an updated proposal from Sebago Technics. It has been redesigned, bringing the amount for basic services to \$23,600 and additional services (wetland delineation, site plan reviews. Etc.) to \$32,800. Pending review. McGurty suggested approving item one, a schematic of the plan prior to approving the remaining proposal. Confirming that the Town is getting what they want. The proposal indicates schematic design for \$2800. Roux will reach out to confirm approval of item one.

### B. Rec Director Job Description

**Signed**

## **9. NEW BUSINESS**

### A. Iron Tails Liquor License

Public hearing completed previously.

Martinez appreciates support from Acton and Shapleigh community.

**Walsh made a motion to sign the Liquor License for Iron Tails Enterprises; seconded by Norwood. All in favor. Motion carried.**

### B. FOI

Received Freedom of Information request by Rich Melanson regarding a garage and how it received a permit. This will be passed to Codes for additional follow-up.

## **10. PUBLIC COMMENT**

n/a

## **11. PENDING**

n/a

## **12. ANNOUNCEMENTS**

n/a

**Norwood made a motion to adjourn the meeting; seconded by Walsh. All in favor. Motion carried.**

**13. MEMBERS PRESENT: Town Administrator, Jennifer Roux; Select Board Member David Winchell, Jr.; Select Board Member Tom McGurty; Select Board Member Edward Walsh; and Select Board Member Daniel Norwood**

**14. ATTENDANCE:** Adam Doliber, Will Langley, Robin Ham, Greg Martinez, Susan Meehan, Joe Ruma, Lee Robator