

TOWN OF ACTON SELECT BOARD MEETING
July 25, 2023
5:00pm

MINUTES – APPROVED

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Winchell, Jr. called the meeting to order.

2. Executive Session - 405 6 E - Meeting with Counsel

Walsh made a motion to go into executive Session 405 6 E – Meeting with Counsel; seconded by Norwood. All in Favor. Motion carried.

Walsh made a motion to come out of Executive Session 405 6 E at 5:46 pm; seconded by Norwood. All in favor. Motion carried.

McGurty made a motion that the Select Board Members authorize the CEO through the Town Attorney to issue notice of a violation to Acton, LLC., for failure to transfer the Eagle Trace Common Area to the Association; seconded by Walsh. All in favor. Motion carried.

3. Executive Session 405 6 A 1 - Personnel Issue

Walsh made a motion to go into executive Session 405 6 A 1 – Personnel Issue; seconded by Norwood. All in Favor. Motion carried.

Walsh made a motion to come out of Executive Session 405 6 A 1 at 6:03 pm; seconded by Norwood. All in favor. Motion carried.

4. WARRANTS/BILLS - signed

5. APPROVAL OF AGENDA

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

6. MINUTES OF LAST MEETING

Winchell, Jr. made a motion to approve the minutes from 07/19; seconded by Walsh. All in favor. Motion carried.

7. TOWN ADMINISTRATOR WEEKLY UPDATE

Roux announced Sebago Techs reached out to confirm they are ready to start road assessment and are looking to meet with a group from Acton to see what the Towns goals are and what concerns the Town has with what roads to focus efforts. Roux requested the Board think about who they want to include in that group to schedule a start up meeting.

Roux previously advised the solar cd was \$90,000; and made the correction that it was \$92,400; and affirmed that there is no escrow agreement on this project. Legal is looking at the interest-bearing piece of this agreement. A motion was made by the planning board via a Zoom meeting. McGurty questioned if the Town has the authority to move this to a bond or a credit account and if this will have to be run through the Planning Board. Legal will review and get back to Roux to confirm how to proceed.

Roux announced that the Fire Chief will be reaching out to Walsh to set up interviews for the open Fire/EMT position. This was budgeted effective July 1, 2023.

Roux announced that the Deputy Clerk position has been posted on Indeed and we have 11 applicants. Interviews will be set up for next week. There is a Motor Vehicle training class at the end of August in Arundel and the goal is to send at least one employee to complete the training and for a plan to be in place to allow for time off without closing the office.

The Town of Shapleigh reached back out to Roux today regarding the contract Deputy Sheriff and is ready to move forward with the contract as is. Roux questioned if Acton agrees to move forward as is? McGurty questioned if we have seen a contract or a budget proposal? Roux advised no: McGurty would like to see the contract and budget proposal in advance prior to determining the next steps. Roux will request a copy of the updated contract and new rates to review prior to committing to move forward.

8. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

None

9. LIAISON UPDATES

Winchell, Jr. – Code Enforcement/Planning Board, Recreation Committee, Mary Grant Committee:
Rec meetings are in progress.

McGurty – Warrant & Finance/Treasury, APAT, Cemetery Committee:
McGurty announced that he has been meeting with Roux and Burgess onboarding the new accounting firm and executing the investments for the Town that have been previously authorized.

Norwood – School Department, Capital Improvement, Conservation/Forest:
None

Walsh – Roads & Road Committee, Fire Department, Transfer Station:
Meetings have occurred with both Road Commissioners.

10. OLD BUSINESS

A. Transfer Station Trailers

Multiple bids received and reviewed: sizes and prices. Low bid is \$4500 for used. High bid is \$6000 for new. McGurty suggested Robin look at them (in person or via photos) to confirm condition prior to deciding which containers to proceed with purchase.

B. Rec Field Engineering Report

Roux confirmed with Sebago Technics that they would entertain partial approval of the proposal for schematic design. We will need a motion to move forward.

McGurty made a motion to move forward with Sebago Technics for schematic designs for the Rec field at \$2800; seconded by Norwood. All in favor. Motion carried.

C. Transfer Station

The Board voted to approve items one and two for the transfer station proposal: survey services and design, at the July 5 meeting. Signatures are needed to proceed.

Signed.

11. NEW BUSINESS

A. Renaissance Fair Traffic Plan

Melanie Hurd provided updated plans for traffic for July 29-30; advising that on Sunday, July 23, the officer did not show up for traffic control and she was unaware until the second officer arrived. McGurty questioned if officers were present on Saturday. Melanie confirmed yes, also that the conditions were noticeably different with no officer. Hurd booked Twin State Traffic Control: two flaggers will be present on Saturday and Sunday. The Sheriffs office confirmed that they have an officer for Sunday and are pending someone for Saturday. The Fair has also provided signage and added 2 teams to the parking crew to assist with getting vehicles parked faster: also indicating that right turn traffic will enter at one entrance and left turn traffic will enter at an alternate entrance. Walsh thanked Melanie for the updated plan moving forward.

Hurd continued, indicating they want to help improve traffic and help patrons into the fair faster. The Renaissance Fair is happy to be in Acton and happy to use the Acton Fair Grounds: as well as be a part of the Town of Acton Spotlight with WGME.

Winchell Jr. indicated calls coming in from residents and vendors, expressing concerns. Winchell Jr. confirmed that the decision was made to reach out on Monday to discuss the issues and request an updated plan. The Town wants to work with the Fair and advised that social media did not assist with the situation.

Hope Denekamp, resident on 13th Street, indicated that the residents on 13th Street made accommodations with the Road Commissioner in advance to eliminate traffic concerns.

Norwood questioned trouble shooting? Is there a way to know in advance of concerns with traffic control and other potential concerns. Melanie addressed resolutions to concerns addressed.

B. District 1 Scope of Work & Project List

Will Langley not present – project list available – tabled

C. District 2 Scope of Work & Project List

Adam Doliber

Project list and estimates provided:

Buzzell Road – paving, culverts (3), tree stump removal, bank to be reinforced.

Peck Road – 60ft long culvert (3 in 1), dirt side ditching and proper draining, to be replaced. 3x40ft culverts.

Peacock Road – shoulder machine available next week

Goding and County Road – Shoulders and hot top; grading

Hopper Road – Shoulders

Winchell, Jr. made a motion to approve the work for Buzzell Road, Peck Road, Peacock Road, Goding Road, Hopper Road and Youngs Ridge; seconded by Walsh. All in favor. Motion carried.

12. PUBLIC COMMENT

Deborah Lopez proposed questions regarding Scope of Work for District 2: Buzzell Road. Will the road be done one half at a time. Doliber confirmed access will not be blocked. Additional questions about length of road being worked. Confirmed by Doliber.

Ray Lopez questioned the Renaissance Fair traffic: will cars be sitting on the shoulder to enter parking? Winchell, Jr. confirmed yes, to allow traffic to continue through.

13. PENDING

District 1 Scope of Work & Project List

14. ANNOUNCEMENTS

n/a

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

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

16. ATTENDANCE: Joyce Baski, Ray Lopez, Deb Lopez, Hope Denekamp, Jon Denekamp, Shawn Sanborn, Melanie Hurd, Joe Ruma, Dan Krampetz, Garret Richardson