

TOWN OF ACTON SELECT BOARD MEETING
September 6, 2023
6:00pm

APPROVED

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Winchell, Jr. called the meeting to order.

PUBLIC HEARING – KB ENTERPRISES

Roux provided reports from the COE, the Land Use Department and Fire Chief have no concerns. A List of calls was provided by the Sheriffs Department at a location closest to business. No concerns were raised by the Sherrif's Department. Roux indicated that there was no public concern brought forward.

Winchell, Jr. recommended that the request be sent in sooner next year. The Fire Chief would like more time to schedule.

Public comment: n/a

2. WARRANTS/BILLS

Signed

3. APPROVAL OF AGENDA

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

4. MINUTES OF LAST MEETING

Tabled – due to technical difficulties with video.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

Roux advised updates from the Engineer:

The plan for the rec field has been released to the committee for review.

The Engineer will be at the Transfer station for a sight view on September 20-21.

The Road Assessment planning meeting will occur September 14 at 4:00pm: the Road Committee Chair, Road Liaison and the Road Commissioners received an email regarding the details.

An Article 43 application was received from Tattle Street and forwarded to the Road Committee Chair to schedule a date.

Roux reviewed the Sheriff's Department Logs/notable happenings.

The new accounting firm, Roy and Associates, has taken over accounts' payables effective September 1. The accounts were updated on August 30. A new chart of accounts has been provided to department heads. Accounts have been combined to eliminate duplicate accounts and minimize the number of accounts used.

Roux received a call today that there was a breach with Partners Bank. An outside company received company names, account numbers and balances. Partners Bank believes The Town of Acton is protected by its practices; the Treasurer uploads checks, and they are reviewed prior to being cashed.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Robin Ham, Transfer Station:

Both containers were received on Thursday. One is in place, the other is pending placement. The old containers are pending removal.

7. LIAISON UPDATES

Norwood met with Mr. Ross, walked around the school, and received some updates with projects and budgeting updates. The new teachers will be introduced at the next School Board Meeting.

McGurty indicated that he requested a meeting with the School Board to discuss their surplus and how they plan to use the school surplus. McGurty requested Norwood follow up with Ross regarding including the town in the discussion about the surplus.

Roux spoke regarding the Forest Committee: she spoke with two of the four members regarding taking on more tasks (regarding conservation verse preservation). The responses were positive.

Walsh spoke with the Fire Chief, and they will be setting up monthly or bi-monthly meetings.

McGurty has been going over the Town's accounts to get a better handle on any questions with the auditor and accountants moving forward.

Winchell, Jr. joined the first Recreation Committee meeting for the Fiscal Year: they elected their positions. Winchell, Jr. assisted with setting up the meeting and running through the agenda. Winchell, Jr. will be meeting with the Recreation Committee on Monday, regarding the rec proposal and placement of rec items. There was a discussion regarding sponsors; Sponsorships provide Trophy's.

Additional discussion occurred regarding the baseball program and potential alternatives due to lack of interest.

8. OLD BUSINESS

A. Fire Station Phone System

Roux announced we were able to get a second quote. The Fire Chief will be at the Select Board Meeting next week to present the quotes.

B. York County Sheriff's Department Contract

Roux confirmed the draft contract was received and forwarded for review; however, it is still missing a budget. An email was sent requesting a budget and indicating that the town cannot move forward without it.

9. NEW BUSINESS

A. Liquor License – KB Enterprises

Based on the public hearing, Walsh made a motion to sign the liquor license for KB Enterprises (AKA The Shed/Willys); seconded by Norwood. All in favor. Motion signed.

B. 7th Street Construction Plan – YCSW

Adam Doliber, Road Commissioner, Dist. Two:

Doliber met with York County Water and Soil and reviewed ditching and proposed project: a culvert would be needed at the end of the road. This would be done once Buzzell is completed. Buzzell should be ground and hot top next week.

McGurty made a motion to accept the grant from YCSW in the amount of \$8038.50 for 7th Street; seconded by Walsh. All in favor. Motion signed.

C. Acton/Shapleigh Historical Society

Tracey Levasseur, President of the Acton/Shapleigh Historical Society:

Per the bi-laws the society shall promote and assist in the preservation of historic sites, building and records and to help where the society can. The Historical Society helped get the Lincoln School on the Historic Register – back in 2013. In the minutes of past meetings, there was no intention of the Historical Society to take over the school to restore or occupy it in any way or to set up a School Preservation Committee.

Last Fall a committee was formed for the Lincoln School. The Lincoln School Committee was to go in front of the Acton Select Board to gain permission to access the school to obtain/create a to do list to then obtain contracts for the work.

Roux added that in the last meeting there was discussion of adding preservation to the Forest/Conservation Committee to then head up the Lincoln School Preservation.

Winchell, Jr. confirmed a new committee does not need to be established as the Acton/Shapleigh Historical Society has a committee in place. Levasseur confirmed a committee is established and pending authorization to enter the building. Winchell, Jr. questioned if this is a project that ASHS can commit to. Levasseur indicated yes. McGurty suggested a lease (similar to Goat Hill). Roux confirmed the town owns Goat Hill but has a lease with Three Rivers to maintain it. Levasseur advised with a lease they would have access to grant programs.

McGurty questioned who has possession of the key for the Lincoln School. Richard Neal has the key: it will need to be provided to the Town Office and then turned over to the ASHS.

Roux advised the Town to move forward with a lease with ASHS.

D. Arnold Murray – Freedom of Information

A request was received per the Maine Title One Chapter 13 Section 408A requesting the following:

- BOS Meeting Minutes – where it was voted to omit the auditors report from the 2019-2020 Annual Report.
- Contract Purchase Order for the auditing for the fiscal year 2021-2022 – deliverables.
- Contract Purchase Order for the printing for the fiscal year 2021-2022 Annual Report (with the number of copies requested/time of delivery/proof of copy/time of acceptance of proof of copy).
- Copy of the short form auditors report with the adjusted journal entries that was received may 23 and sent to the printer on May 23.

McGurty suggested that Roux investigate this request to gather the information. Also, that this request and response be posted on the website along with the time it takes to accommodate this request.

Winchell, Jr. responded stating this was out of the Towns hands and items were not intentionally omitted. This is not an appropriate use of the Town Administrators and staff's time.

McGurty further indicated he recently read an article regarding the issues a lot of Maine Towns are having retaining and recruiting staff and the small number of staff most Maine town offices have. When turnover occurs, the Town office must close due to the key staff member leaving. The Town of Acton is modestly staffed. We can be proud

that the Town is frugal with funds, however, it has put the town at risk and places a burden on the few number of people in the Town office. It should cause concern for the citizens of the town that the Town Office staff are using their time and efforts on this type of matter.

E. Appointment

Walsh interviewed an individual for the Alternate Planning Board Committee.

Walsh made a motion to appoint Andrew Johnson to the Planning Board Alternate Member until June 30, 2024; seconded by Norwood. All in favor. Motion carried.

10. PUBLIC COMMENT

Denis Long indicated that after last week's meeting he received phone calls about the Lincoln School and why the Historical Society wasn't doing anything with the school.

An additional call was received regarding Hawk Road, that there was no evidence of Hawk Road being adopted as a Town Road. Winchell, Jr. indicated that a question was brought up from the surveyors.

Long advised March 11, 1972, Town Meeting, Article 15 is where the town adopted the road. Long advised that the road was called Fred Woods Road. The road names were changed due to the 911 changes. Long indicated that a lot of this information is known by the older residents. Roux indicated that she would advise the Road Committee they can reach out with any questions in the future.

McGurty suggested there should be documentation that lists the road name changes: Walsh suggested this may be with Codes. Roux will send this information to the engineer and attorney to review.

Doliber advised the sand bids need to go out. Winchell, Jr. indicated Monarch Materials would like to put in a bid. They are not receiving the bid request. They are going to their corporate office instead of local. Roux confirmed the bid will be identical to last year's and will be out for three weeks.

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

11. PENDING

- A. Fire Station Phone System
- B. York County Sheriff's Department Contract
- C. Acton/Shapleigh Historical Society/Lincoln School

12. ANNOUNCEMENTS

On Website

13. MEMBERS PRESENT: David Winchell Jr, Tom McGurty, Daniel Norwood, Ed Walsh

14. ATTENDANCE: Richard Neal, Adam Doliber, Dennis Long, Joe Ruma, Tracy Levasseur, Gerald Carter, Robin Ham