

TOWN OF ACTON SELECT BOARD MEETING
September 13, 2023
6:00pm

MINUTES - APPROVED

NO SOUND UNTIL 1.13 MINUTES IN

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

McGurty called the meeting to order and announced Winchell, Jr. was unable to attend due to work constraints.

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

Walsh made a motion to approve the minutes from September 6; seconded by Norwood. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

The tax bills have been approved for mailing. They will be mailed next week.

Dan Krampetz will be providing training for the website to Roux and the CEO on Friday morning.

The fire extinguishers in the Town Hall and Transfer Station have been inspected.

Roux indicated a couple of residents reached out regarding the purchase of a new speed trailer. Previously a speed trailer was provided through a grant: the town paid \$500. This trailer has a Bluetooth/connection issue. The Sheriff's Department and IT have worked together to try to resolve the issue but are unable to get it to work. The current trailer is approximately 9 years old. The residents would like another speed trailer purchased with Town Excess Funds. McGurty questioned the cost; Roux advised approximately \$2000-\$4000. Roux advised Mr. Nass initially came forward indicating the trailer not working. McGurty suggested getting the Sheriff's Department involved with suggesting a unit for the town and seeing where this type of purchase could fall within the Town's Budget. Roux will follow up to confirm additional details.

Roux announced that the Deputy Town Clerk position has been ongoing: we completed our third round of interviews. Roux indicated she is ready to make an offer. McGurty met with the candidate and Roux on Monday and believes she will be a great fit in the office and made a recommendation to move forward with an offer of employment.

Norwood made a request to review the resume.

The Town of Newfield addressed a concern with Balch Dam – an abutter to the dam forwarded an email regarding concerns with erosion. Roux requested the Board to review and provide thoughts at the next meeting. The abutter is on the Newfield line. McGurty indicated the party mentioned a potential for litigation due to the high water level

in the lake from rain and not being drained properly by the town: suggesting this be sent to council for review as well.

Roux provided reminder (and sent emails) to the Road Liaison, Road Commissioners and Road Committee Chair that the Road Assessment meeting is Thursday, September 14 at 4pm. Doliber and Langley confirmed they will be present.

Winchell, Jr. reached out to McGurty (in his absence from the meeting) to discuss the water levels in Square Pond in preparation for the bridge replacement. The waters levels are at Springtime levels, extremely high this time of year, due to the rain. McGurty reached out to the dam operator and Curtis Earthworks to determine where the water level needs to be to complete the project well. Winchell, Jr. is working with Curtis Earthworks to put everything together. The lake will need to be lowered by October 3 and the residents will need to be notified. McGurty has a mailing list from SPIA. Roux confirmed she will send out the mailing and has a letter drafted: the letter is pending dates.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. Fire Department

Wayne Ham, Fire Chief

Ham provided an update regarding the Fire Station new employee: he is off to a great start and is a huge asset to the department.

Over the last few months, five members of the department have upgraded to a newly issued EMT license and/or have upgraded to Paramedic status: which is the highest level of medicine the Town of Acton Fire Department can perform in the ambulance and in the street.

The new hydrant at the tennis courts is now in service.

Ham is in the process of putting a plan together to increase the number of AEDs in the community: to include updating the AED in the Town Hall to match the Fire Department, so that supplies are readily available.

Ham would like AEDs located at the following locations within the Town of Acton:

- School – one outside of the gymnasium, one at each end of the school building, one assigned to the nurse's office, and one assigned to the athletic department to be available at all school sporting events.
- Transfer Station
- Recreation Fields
- One for each marked Fire Department Vehicle

This will include training for all Town Employees with access to an AED. Ham would like this done as soon as possible, by placing one order, with each department covering the cost of their own machines.

Additionally, Ham indicated some failing equipment with mobile data: tablets used in street for mapping; patient care reports in the field; cardiac monitor. Ham indicated current contract is with Verizon, but he is having difficulty reaching technical support to resolve the problems. Locally, Verizon can't handle government contracts in the store. Ham and Roux attempted to call to resolve but was not happy with the level of customer service provided. The failed devices need to be replaced and Ham is looking at alternate providers for devices and services. The equipment is budgeted for FY23-24.

Dan Krampetz

We are currently at 175 subscribers to the newsletter. There is a link placed on Facebook to view the newsletter online as well as via email.

7. LIAISON UPDATES

McGurty advised the status of the Town's investments: \$3 million in US Treasury Bills (which will continue to roll over every month), \$1 million in a Treasury Money Market account (set up in a way to gain access to money as needed). The Town has accessed the Money Market account and it is working as intended. Roux added that the interest is continuing to come in.

Norwood went to the Elementary School Open House last Thursday and will be attending a School Board Meeting, where teachers will be introduced, which will be held tomorrow at 5pm.

8. OLD BUSINESS

A. Fire Station Phone System Bids

Wayne Ham, Fire Chief:

Only two bids were received: Both proposals include the main building and extension to the exterior building. Ham recommends Coastal Telephone; the Town of Acton and Fire Station have used this company for 15 years. The bid from Coastal left no room for questions, the system can handle up to 500 concurrent calls with up to 75 users. The alternate bid allowed for one call at a time.

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

B. York County Sheriff's Department Contract

Roux sent another email requesting the budget; still pending.

C. Acton/Shapleigh Historical Society/Lincoln School

Roux confirmed that a lease will need to be entered between the Lincoln School and the Acton/Shapleigh Historical Society; it will include an out clause for the Town. McGurty suggested a Select Board Member work together with the Historical Society to develop a program to how to go about the project, and what is the scope of the project. Walsh agreed to work with the Historical Society.

Walsh indicated that he saw a solicitation for a bid for exterior painting for the Lincoln School. McGurty indicated that there should be no bids while discussion/lease is pending. McGurty suggested a cease-and-desist letter go out.

9. NEW BUSINESS

n/a

10. PUBLIC COMMENT

Nancy Ruma:

Funds were appropriated two years ago for the old fire station parking lot: has there been any movement on this project, or a plan put in place.

McGurty advised an engineering firm has been hired: the firm should do some preliminary design work for the building and parking area. We have not yet engaged the firm for the work due to the building, and this should be added to an upcoming agenda.

Nancy also questioned the water filtration system. Roux advised the water filtration system was installed and there is a water report posted above the faucet in the kitchen.

Joyce Bakshi:

Bakshi suggested posting the Acton/Shapleigh Abutter letter on the Square Pond Association website.

Susan Meehan:

Meehan advised that sand trucks are going up and down Sam Page Road and Nason Road to cut through to Route 109 and are causing damage to the roads. Meehan doesn't think the roads can handle the weight of the trucks. Walsh suggested posting the road and will address this at the Road Committee Meeting.

McGurty advised that the sign at the tennis courts doesn't speak well for the Town of Acton and would like to see the sign repaired/replaced. Roux indicated the church has given permission to update/repair the sign. Other parties have reached out regarding updating/repairing the sign.

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

11. PENDING

- A. York County Sheriff's Department Contract**
- B. Acton Shapleigh Historical Society**

12. ANNOUNCEMENTS

On Website

13. MEMBERS PRESENT: Select Board Members Tom McGurty, Ed Walsh, and Dan Norwood, and Town Administrator, Jennifer Roux

14. ATTENDANCE: Nancy Ruma, Robin Ham, Susan Meehan, Joyce Bakshi