

TOWN OF ACTON SELECT BOARD MEETING
September 20, 2023
6:00pm

MINUTES

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Winchell, Jr. call the meeting to order.

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

McGurty made a motion to approve the minutes of the September 6 and September 13 meeting; seconded by Norwood. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

Roux advised the survey work at the Transfer Station has started: and will continue next week.

McGurty requested clarification of the scope of the work being considered. Winchell, Jr. indicated the town is trying to optimize the efficiency of the Transfer Station and get vehicles off H Road.

The Town offices and Library need to have the carpets cleaned: we have found 2 companies (with current liability and workers compensation) and are looking to get someone in as soon as possible. It is possible that there is an animal/cat in the building that needs to be addressed as well. Roux will be working with Robin Ham to make sure the building is secure and work with Modern Pest for remedies as well. They will be coming on Monday, September 25.

Also, on Monday, September 25, Maine Municipal (Prevention loss Control) will come out to complete an inspection, to include the Communication Tower, Dugouts, Concession Stand, Bleacher's, old Fitness Center, Transfer Station Guard House, Recycling Building, Storage Building, and Sand/Salt Building. Roux will reach out to department heads to confirm timelines.

After last week's meeting, we received calls regarding the suggested new Town sign that was discussed. An anonymous donor has already donated money for the sign. The Church has purchased the sign and it should be up by the end of October. Walsh indicated that there are Welcome to Acton signs as well that were recently put up within the last six months: Dasco Signs put those up around town.

Roux requested confirmation of the Facebook post looking for bids for the Lincoln School. It was noted that this was an individual seeking bids for the Lincoln School. Further discussion included confirmation that this was not on behalf of the Town of Acton

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Will Langley, Road Commissioner, Dist. One.

West Shore Drive detour road is complete: Speed limit, no pedestrian/ATV and detour signs are up. The last thing to complete is grading over the main part of the pit road. The Jersey barriers will be put up next week.

Recent work completed:

Wash out repaired on Acton Ridge Road and West Shore Drive.

Culverts extended on West Shore Drive for the apron.

Next week, work will begin with York County Water and Soil.

Regarding West Shore Drive, Roux announced the letters went out to the property owners on and around West Shore Drive regarding the culver project: approximately 500 letters to include Shapleigh residents.

7. LIAISON UPDATES

Norwood went to the Acton School Board meeting last week: there was a lot of praise from the new teachers.

Barnyard Daycare was present to discuss after-school care with Acton Elementary.

Norwood indicated the audit should be done between October 9-15. McGurty requested a draft version of the financials if available.

Walsh met with Sebago Tech, the Road Commissioners, and Road Committee Chair, regarding the road assessments, reviewed the mapping and roads and what needed to be completed. McGurty questioned if there will be a database of the roads. Walsh advised there will be a database in paper form and digital. Can Road Commissioners update this when work is completed. Walsh will confirm.

Winchell, Jr. met with the recreation committee members at the rec field on Friday afternoon to review the layout from the engineers.

Roux advised we are still advertising for committee members for the Conservation/Forest Committee, and we have reached out to prior Zoning Board of Appeals members to reinstate the committee.

Norwood suggested adding a description of the committees for potential interested parties.

8. OLD BUSINESS

A. Nason Road

A resident discussed concerns with heavy trucks on Nason Road: Winchell, Jr. made a phone call to the trucking company and requested they use Route 109. He doesn't think the town should post the road, due to potential LRAP issues with State Funding.

B. York County Sheriff's Department Contract

A draft contract was received 2-3 weeks ago. An email was sent back requesting back up documentation. This was received and is ready for review.

Tabled for review.

C. Acton/Shapleigh Historical Society/Lincoln School

Walsh to reach out to Tracey Levasseur.

D. Speed Trailer

Roux advised the town is in the process of obtaining price quotes for speed trailers. The Trailers that we had previously are approximately \$6,000 to replace: a stationary digital box is approximately \$2,500.

McGurty questioned the budget for this purchase. Winchell, Jr. suggested input from the Road Commissioners regarding the budget for road maintenance and placement. Posts can be created to rotate the boxes around town. Input can be obtained from the Sheriff on where to place the posts/boxes. Roux will put together more information on available options.

Public comment: Mrs. Lenkowski wants confirmation of commitment of speed signs being put up. Cars speed up and down Youngs Ridge Road: there are no stop signs, no sidewalks. The town is on board with adding speed signs, however, we need to assess the budget for this purchase.

McGurty recalled an article in Maine advising that Towns can use cameras for speed checks: Roux will investigate this.

Walsh questioned adding stop sign to both sides of New Bridge Road. There is a stop sign on one end but not the other. Indicating this may help with mitigating speed on Youngs Ridge Road. Winchell, Jr. indicated that there should be a stop sign on New Bridge Road. Langley will confirm with Doliber that there is a stop sign on New Bridge Road.

9. NEW BUSINESS

A. Road Invoices / Timesheets

Roux advised last week our new accounting firm made some recommendations between the excel spread sheets verse an invoice. Roy suggested each invoice contain the following: the piece of equipment, number of hours used, rate per hour, and the description of the project, so the treasurer can approve the town rate. McGurty will work with the treasurer, Mark Roy, and the Road Commissioners to come up with a format that will satisfy the requirements. Winchell, Jr. indicated that the excel document should be used for record keeping within the town: this assists the town with questions and/or concerns that may arise. This document should be an ongoing report. Roux confirmed, both forms will still need to be completed.

B. Information Request - Garet Richardson

What is the percentage of Acton real estate revenue from lakefront owners?

The Town has a policy per state law, that the first hour of work is free, there is a fee the remaining time and an estimate should be provided in advance. This was overlooked with the last request to send an advanced notice.

C. Executive Session 405 6 A 1 - Personnel Issue

Walsh made a motion to go into Executive Session 406 6 A 1 – Personnel Issues at 7pm; seconded by Norwood. All in favor. Motion carried.

Walsh made a motion to come out of Executive Session 406 6 A 1 – Personnel Issue at 7:18pm; seconded by McGurty. All in favor. Motion carried.

10. PUBLIC COMMENT

Joyce Bakshi advised the Owls had a luncheon at the church with Sherrif King and AAA, regarding Seniors and Driving: The Sherrif's Department is going to work with the Owls in an opportunity to share information and provide awareness within the community.

Winchell, Jr. extended a thank you to the community during the Celebration of Life that was hosted off Hopper Road at Barn Lights, for Chace Fromwiller. Roger Berube opened his lot for cars to park.

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

11. PENDING

- A. Sand Bids Due 10/04/2023
- B. Road Invoices/Timesheets
- C. Information request – Garett Richardson

12. ANNOUNCEMENTS

On Website

13. MEMBERS PRESENT: Select Board Chair, David Winchell, Jr., Select Board Members Thomas McGurty, Edward Walsh, and Daniel Norwood, Town Administrator, Jennifer Roux

14. ATTENDANCE: Robin Ham, Joyce Bakshi, Will Langley, Prescilla Lenkowski