

TOWN OF ACTON SELECT BOARD MEETING

March 27, 2024

6:00pm

MINUTES – PENDING

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Winchell, Jr. called the meeting to order.

2. WARRANTS/BILLS

Signed.

3. APPROVAL OF AGENDA

Norwood made a motion to approve the agenda for March 27; seconded by Walsh. All in favor. Motion carried.

4. MINUTES OF LAST MEETING

Norwood made a motion to approve March 13 and March 20 minutes; seconded by Walsh. All in favor. Motion carried.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

Nomination papers are still available through April 12.

The Warrant has been posted for the April 6 Town Meeting. A mailing will go out tomorrow. The Annual Meeting signs will be posted next week.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

A. Cemetery Committee: Steve Parillo, Chair.

Presented and reviewed the Cemetery operating document.

The BOS expressed thanks to the committee for the work being done to preserve the local cemeteries.

Norwood questioned cemetery training costs. Parello advised they are per fee and occur regularly.

7. LIAISON UPDATES

McGurty: Municipal Management / Warrant & Finance, APAT, Cemetery

McGurty is looking at rolling over one of the treasury bill investments. The rates are starting to come down. He is working on budget and cash estimates, getting ready for Town Meeting.

Walsh: Fire Department, Transfer Station, Lincoln School

The Fire department will be doing outreach and putting together CPR trainings throughout the town.

Norwood: School Department, Conservation / Forest, Mary Grant

Tuesday, Norwood was present at the school budget informational night and was disappointed to see so few in attendance. Last Wednesday, Norwood attended a municipal budget workshop as well.

Winchell: Roads & Road Committee, Recreation Committee

Workshop just completed today with Sebago Technics to review the road assessment and leave maps for the Rec Committee to review.

8. OLD BUSINESS

A. Treasurer /Deputy Town Clerk Positions

McGurty advised that a Director of Finance position was announced, and we now have a vacancy in the Treasurer position. These are two of three resources to make sure the town has proper coverage and attention to finances. Marc Roy was engaged with a CPA firm working with the town effective through 12/2023 and has been working independently with the town since the firm disengaged services with Acton.

We found a candidate for the Director of Finance, but that candidate decided to stay where they were previously. We will now be conducting a search for the Treasurer position. The Director of Finance position will remain open. Marc Roy has been working with the town since January 2024 to provide oversight of the town's finances: assisting with monitoring and reconciliation of bank statements, monitoring cash flow, and playing a vital role in the town.

The town is looking for the best resources, and best fit for the open positions. Winchell, Jr. confirmed and agreed the town is in good shape and getting the work done that needs to be done.

Roux continued, regarding the Deputy Town Clerk position: seven to nine interviews have been completed with a few second-round interviews. We offered the position to a candidate, and they accepted another job elsewhere. The town is still accepting resumes for this position.

B. Freedom of Information Policy

Roux questioned if there were any concerns with the changes the attorney recommended to the Freedom of Information policy. McGurty questioned whether the changes were attorney qualified changes. Roux advised they are under Maine State Statute.

McGurty made a motion to approve the revised Freedom of Information Act policy as presented; seconded by Norwood. All in favor. Motion carried.

9. NEW BUSINESS

A. Comcast

Brian Christiansen, Director of Government Affairs, Comcast. Monica Tebault, Comcast.

Christiansen provided a packet of information to the Select Board to review and provided a review of Comcast services available to the Town of Acton.

Comcast would come in and build a new infrastructure for the community and would be a competitor to Breezeline, the current provider.

Monica reviewed the services available with Comcast.

Winchell, Jr. questioned what is needed from the Select Board. Christiansen advised the next step is a franchise agreement. McGurty addressed questions regarding customer service and cost. Christiansen advised that the town can't consider cost with regards to Comcast coming into town. Christiansen can share the pricing sheet/rate card with Roux. Walsh questioned when this can happen. Christiansen advised once the franchise agreement is signed, potentially in the Fall, the first customer can be up and running within 18 months. Walsh and Norwood addressed additional questions regarding setting up infrastructure and working with other Maine communities.

B. Culvert Concerns - Gill, Erika

Erika Gill: Gill owns a property on Langley Shores Drive and expressed concerns with water damage to her property from water coming down from the street and into the lake: eroding the property and collapsing the driveway. She worked with the CEO and had work done to eradicate the concerns, but an additional storm in December caused more damage. Gill believes the culvert is the issue and needs to be addressed.

Winchell, Jr. spoke with Langley and the culvert was replaced two years ago (2021). The problem is that the private road association created a new ditch line, directed towards the culvert. Gill advised that a new resident also created a culvert, which may also be creating a problem. Gill questioned how this can be rectified. Winchell, Jr. addressed concerns with the Article 43 funds and how they were used, and the private work done on the property. Winchell, Jr. advised the only responsibility of the town at this point is addressing some adjustments of the culvert. McGurty questioned if the runoff was going into the lake. Gill confirmed yes. McGurty also questioned if the Road Association is working with Gill to assist with rectification of this problem. Gill also confirmed yes. Winchell, Jr. indicated that the work done on the property also appears to be a big part of the problem. Gill wants confirmation of when the culvert will be addressed. Winchell, Jr. advised the culvert timeline will be based on Spring clean up and prior work planned by the Road Commissioner. Norwood questioned how the Road Association can be held accountable. Gill requested confirmation that this will be addressed. Winchell, Jr. confirmed the town will address the culvert when able and pending funds.

C. Planning Board Alternate Resignation

Roux advised that Ryan Gleason has resigned as the Planning Board Alternate due to work restraints.

Walsh made a motion to accept the resignation with regret; seconded by McGurty. All in favor. Motion carried.

Roux continued that is interest in the position and will reach out to schedule a meeting with McGurty.

D. Abatement

229-016: per the Assessor the lot was inadvertently taxed at 6.2 acres, it is 4.9 acres per the survey. There was a \$9,000 evaluation decrease, a tax abatement amount of \$58.05.

McGurty made a motion to approve the tax abatement for 229-016 in the amount of \$58.05; seconded by Walsh. All in favor. Motion carried.

E. Liquor License

Roux advised Pilots Cove Café will be providing alcohol services to the event at the Fairgrounds.

Norwood moved that the town received the Liquor License application from Pilots Cove Café; seconded by Walsh. All in favor. Signed.

F. Fire Dept Grant

The Fire Chief provided information regarding the Steven and Tabitha King Foundation Community Grant – which offers between \$500-\$50,000 for local communities.

Chief Ham requested permission to apply for the grant. The grant does not require any funding from the town. Some items in consideration for the grant included: a self-contained breathing apparatus and bottle-fill station.

10. PUBLIC COMMENT

Joyce Bakshi: questioned if Marc Roy's services were included in the upcoming budget. McGurty advised his services are in the upcoming budget. There was a change, adding the Finance Director position to the upcoming budget.

11. PENDING

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

12. ANNOUNCEMENTS

On Website

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

14. ATTENDANCE: Ron Vaillancourt, Steve Perriello, Ken, Suzanne Doyle, Will Langley, Rollin Waterhouse, Joyce Bakshi, Erica Gill, Cindy Hart, Dennis Long, Jay Ward