

TOWN OF ACTON SELECT BOARD MEETING

April 17, 2024

6:00pm

MINUTES – PENDING APPROVAL

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE

Winchell, Jr. called 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

Tabled.

5. TOWN ADMINISTRATOR WEEKLY UPDATE

Comcast provided a draft franchise agreement for review, which has been forwarded to legal counsel for review.

The town is moving forward with the teardown of the old gym: we are waiting for CMP to disconnect services. CMP is set to disconnect services no later than May 10.

Regarding the assessments completed: does the Select Board need anything regarding the Road Assessment. McGurty requested the assessment be used as a base to develop a capital plan towards the roads and questioned if this was something Sebago Tech would be able to do. Sebago provided an example of a report like that for Lebanon. McGurty continued, advising him he would like to see a plan put in place for Acton. Langley questioned if the Select Board wanted Langley to work with Sebago and the Road Committee to develop a five-year plan for the town's roads. Norwood and Walsh confirmed that was part of the discussion. Winchell, Jr. continued stating the assessment was to be forwarded to the Road Committee and Langley would work with the Road Committee to come up with a five-year plan. Walsh advised the Board has asked Sebago to come up with numbers. McGurty would like a five-to-ten-year plan to make sure the town has the money available to properly take care of the roads.

With regards to the Transfer Station, Sebago Tech was to further address concerns with the layout.

Reminder of a public hearing next week for a liquor license update for Barn Lights.

The Assessor has reached out regarding building permit reviews through April 1. The tax assessment is based on how the property sits as of April 1, 2024. The Assessor will pull the building permits and go out and review the properties.

6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES

Will Langley, Road Commissioner:

Langley rented a chipper and completed work on Sam Page, Goose Pond, West Shore Drive, East Shore Drive, 7th Street, and Lebanon Road. H Road and Hopper Road will be completed tomorrow. Langley will go out with the excavator to complete the rest of the work. Winchell, Jr. advised he received a call regarding a bridge. Langley advised cones have been put up and work will be addressed. Additional discussion occurred regarding the bridge.

7. LIAISON UPDATES

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

McGurty reviewed investments and spoke with Marc Roy and Roux regarding the Treasurers roles being completed.

Walsh: Fire Department, Transfer Station, Lincoln School

Walsh advised there was a meeting with the Acton/Shapleigh Historical Society regarding the Lincoln School, that Walsh was unaware of. It is unknown what was discussed.

Norwood: School Department, Conservation / Forest, Mary Grant

Norwood attended a School Committee meeting last Thursday, which included a discussion about the Pre-K programing and pick-up and drop-off for the upcoming school year. Discussion occurred with the Select Board regarding potential parking and/or road ordinance and pick-up and drop-off.

Norwood indicated there is a candidate to fill the last Forest/Conservation seat.

Mary Grant town clean-up is this Saturday at 9am.

Winchell: Roads & Road Committee, Recreation Committee

n/a

8. OLD BUSINESS

A. Treasurer / Deputy Town Clerk Positions

Roux announced that McGurty reviewed resumes for the Treasurer position, and we will begin scheduling interviews.

With Regards to the Deputy Town Clerk position, we offered the position to candidate A, she turned down the position. We are currently opening the position back up.

9. NEW BUSINESS

A. Budget Technology Lease Agreement

Roux advised the town has a contract with Budget Technology for our copier lease for two copiers: the upstairs copier is paid off, and the downstairs copier is in the middle of its lease. The upstairs copier is ready for an upgrade. Roux continued, we would like to move the current copier in the treasurer's office and upgrade to a new copier in the front office. The proposed lease is 6-years, \$163.86. Norwood questioned if this is lease-to-own. Roux confirmed. The Fire Department is not lease-to-own.

McGurty made a motion to enter into a lease agreement with Budget Document Technology for a new copier at a monthly rate of \$163.86; seconded by Walsh. All in favor. Motion carried. Signed.

B. Maine Document Solutions Lease Agreement

The Fire Department uses Maine Document Solutions for its copier lease. Ham and Roux have been working together to see if they can get a better deal, but the leases are within dollars and the Town Hall and Fire Department will continue forward with separate contracts.

This lease is through Xerox Financial, \$74/month for 63 months.

McGurty made a motion to enter into a lease agreement with Xerox Financial Services, LLC. for a copier machine at a monthly rate of \$74, with a term of 63 months; seconded by Norwood. All in favor. Motion carried. Signed.

C. DS200 Rental Agreement

Roux is looking for approval to sign a rental agreement for a DS200 for the upcoming election. As this is election related and there are names on the ballot, Roux feels she should sign versus the Select Board. The rental agreement is for \$2044. This will provide an additional machine for the June election with programming included, memory sticks, and absentee ballots, so that we can program the town ballots through the machine along with the state ballots.

McGurty made a motion to authorize the Town Administration to sign the rental agreement for the DS200, in the amount of \$2040; seconded by Norwood. All in favor. Motion carried.

D. Abatement

August 25, 2023, our assessor sent 9 abatements via email, page nine was not signed or presented to the Select Board. The property owner came in to pay taxes and questioned the abatement status and it was reviewed and the error was found and corrected.

223-006: abatement due to a home on abutting lot was taxed on this property and has been removed. The abatement amount is \$1544.34 for account 3079.

McGurty made a motion to approve the tax abatement for 223-006 in the amount of \$1544.34; seconded by Walsh. All in favor. Motion carried. Signed.

E. Appointment

Now that the Mooring Ordinance has passed, we need to appoint a Harbormaster. In prior discussions, we had decided to appoint the CEO; Roux created an appointment through June 2025 for Jason Sevigny.

McGurty made a motion appoint Jason Sevigny, CEO, as Harbormaster, for a term ending June 30, 2025; seconded by Norwood. All in favor. Motion carried. Appointment signed.

F. Atlantic Broadband Fees

Roux advised the last article in Town Meeting was addressing dissolving franchise fees with Atlantic Broadband: which the voters confirmed dissolving the fees. Roux asked what direction the Select Board would like to go regarding the fees. Discussion occurred regarding next steps with the Select Board.

McGurty made a motion to follow through on the Article from Town Meeting and ask the Town Administrator to contact counsel to put the necessary legal documents in place to discontinue the Franchise Fee; seconded by Walsh. All in favor. Motion carried.

G. Executive Session 405 - 6 A -1 Personnel Issue

Norwood made a motion to go into Executive Session 405 6 A 1 at 634pm; seconded by Walsh. All in favor. Motion carried.

Norwood made a motion to come out of Executive Session 405 6 A 1 at 648pm; seconded by Walsh. All in favor. Motion carried.

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

10. PUBLIC COMMENT

Norwood advised that he has had some communication with residents regarding accessibility issues during Town Meeting: not seeing the white board from the back of the room and not being able to hear in the back of the room. Suggesting a projector instead of a whiteboard. McGurty asked if Norwood would reach out to the school to see what kind of upgrades can be used for Town Meeting in the future.

McGurty indicated that the Town Meeting was well attended with the combination of both Town and School Budgets. Winchell, Jr. continued, that he was happy to see attendees stick around after the school budget was complete. Roux advised a department head suggested alternating School and Town Articles if they remain a combined event for the town: suggesting that next year the meeting start with the Town Articles.

11. PENDING

12. ANNOUNCEMENTS

On Website

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

14. ATTENDANCE: Will Langley, Jon Denekamp