

# TOWN OF ACTON SELECT BOARD MEETING

June 26, 2024

6:00pm

## MINUTES

### 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 for June 26; seconded by Denekamp. All in favor. Motion carried.

### 4. MINUTES OF LAST MEETING

Norwood made a motion to approve the minutes for June 12 with recommended change; seconded by Walsh. All in favor. Motion carried.

### 5. TOWN ADMINISTRATOR WEEKLY UPDATE

n/a

### 6. LIASION UPDATE

McGurty: Municipal Finance, Warrant & Finance Committee, APAT

- Received a resignation from APAT Director effective Sunday, June 23, 2024. A search will be conducted for a replacement; Dan Krampetz is filling in in the interim.
- Municipal Finance – spent time with Marc Roy. The end of the month looks good, and the year-end information will be available in 1 to 2 weeks. Investment wise, doing well.
- Received a communication from the Warrant & Finance Committee which is on the agenda.

Norwood: Fire Department, Recreation Committee, Conservation Forest Committee

- Met with the Fire Chief regarding pump in need of repair. The cost to purchase a new pump was comparable to repairing; Norwood with Select Boards authorization approved the purchase of a new pump. Further meetings between the Fire Chief and Liaison have been scheduled to start after the holiday.
- The Recreation Committee is on the agenda; a meeting will be scheduled with the Recreation Committee Chair and the Liaison to determine a game plan and timeline for next year.
- Conservation Forestry Committee Chair has concerns of a piece of property for sale which abuts town owned property and boat launch. An email and information will be forthcoming for the Board to review.

Walsh: Transfer Station, Mary Grant Committee, Animal Control Officer

- Transfer Station Skid Steer is on the agenda.
- Mary Grant – no update.
- The Animal Control Officer is on the agenda. Jon Denekamp sat in on interviews for Walsh who had a conflict.

Denekamp: School Department, Planning Board/Land Use, Cemetery Committee

- Sat in on Animal Control Officer interview for Walsh.
- School Department, Jonathan Ross sent a welcome email.
- Attended the last Planning Board meeting will meet with Committee after the holiday.
- The Cemetery Committee has not met.

Winchell Jr.: Roads & Road Committee, Municipal Grounds

- Road Committee - no update.
- Municipal grounds - Received a call regarding the state taking property. The Town Administrator indicated the State representatives were told they needed to attend a Select Board meeting to review; signatures are required.

## **7. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

### **A. Code Enforcement**

Sevigny updated the Select Board regarding NorthStar's review of the town's ordinance and their list of recommendations to make the ordinance concise and structured better. This will be a multi-year effort with the Planning Board and Town's agreement. The Code Enforcement office will manage and review all examples of other town's ordinances which are available through the process. The Planning Board asked when the Comprehensive plan will be updated so that they can use it for future planning as a guideline on what the Town wants to do.

Norwood indicated that he appreciated the Planning Board and Code Officer for keeping issues heard with future planning.

Sevigny next notified the Select Board that he was working with three mooring situations that are going to take some time to resolve.

A Code violator unwilling to work with the Town was addressed by legal and is now willing to handle the violation matter; it will take some time to have all items removed from the property.

Cross training is going well. David Riley has passed the internal local plumbing and the subsurface wastewater system exams. His next assignment will be to study and take the residential building exam.

## **8. OLD BUSINESS**

### **A. Old Fire Station Demo**

Winchell reviewed the bid for work and communications with the contractor who won the old fire station demo contract. Due to continuous delays, being a no show and work not performed, Winchell recommended that the Select Board move to the next bidder.

Winchell made a motion to award Curtus Earthworks at \$18,300 for the bid to demolish and remove the old fire station with the Town's attorney's blessing; seconded by Walsh. All in favor. Motion carried.

### **B. EMA Director Job Description – tabled**

## 9. NEW BUSINESS

### A. Recreation Committee

Singleton approached the Board regarding the purchase of soccer nets with three quotes which were provided to the Town Administrator at 4:30 pm; the Select Board had not yet reviewed.

The Board had a discussion with Singleton regarding responsibilities and knowing the committee's budget information and the proper way to present bids/quotes as this was not the Town Administrator's job. Singleton was directed that she needs to communicate with the Treasurer on budget and every time there is an expense it must be documented. Screen shots and last-minute stuff are not good; hard copies are what is needed with clear information. The Liaison will have future conversations with the Chair, so expectations are clear. McGurty suggested she take an appropriate bid preparation training course.

The Town Administrator provided budget information on what was spent to date and what was available to spend and expressed a concern using the recommended company because the company was not in the United States and there was trouble with the bank processing the last time there was an order. Norwood indicated the bank could be called prior to purchase to alleviate that issue. Discussion continued regarding budget.

Norwood made a motion to approve the Rec Directors recommendation to purchase a set of nets for \$2289.98 from Net World Sports; seconded by Denekamp. Vote 4-0 (McGurty abstained). Motion carried.

Singleton asked if Soccer Signups could be put on the lighted board. The Town Administrator asked for an email.

Singleton asked if there was an update on the parking lot? Town Administrator indicated with the DOT's request for property and need to come before the Select Board that there is no update.

Rec Committee was getting together at 9 am on Sunday, June 30th to take inventory of the shed. The Town Administrator reminded Singleton that this was the committee's last day of their appointment. Singleton was encouraged to send a reminder email.

July 11, 2024 is the next proposed committee meeting.

### B. Paving Bids

Langley updated the Select Board that the paving bid was being prepared. Roux informed the Select Board that the bid would be the standard yearly bid for price per ton laid, hand work per ton, curbing per ton and reclamation. The deadline for submittal is Wednesday, July 17, 2024. Reminders were that insurance and workers compensation information would need to be provided and that no bids are to be emailed or given to the Road Commissioner for submittal.

### C. Transfer Station Rental

Robin Ham updated the Select Board of the loss of the Skid Steer at the Transfer Station. The Skid Steer is currently torn apart, cleaned up and the leak was found. The cost to repair would be \$16,000. It was decided not to do further work on the broken equipment, pay the repairman, remove the equipment and return to home and rent a Skid Steer in the interim; will visit purchasing a new piece of equipment in the near future (will need to go to special town meeting for approval).

Meanwhile, there is a need for a Skid Steer and Ham provided three quotes of a rental piece of equipment. These quotes were:

- Southern Maine Too & Equipment Rental Bobcat - \$320/day, \$1280/week, and \$3000/month; \$200 pickup and delivery
- Chandlers, 325G Track loader - \$380/day, \$1225/week, no monthly cost quoted (estimated at \$4900); \$75 pickup and delivery
- MD Rental, John Deere 317G Track Skid Steer - \$300/day, \$1200/week, and \$2800/month

Ham recommended MD as his choice. Discussion ensued regarding rental, amount of time, capacity, type of equipment, budgets and the need to purchase new equipment; the Town Administrator will look into possibly doing a 1-month pre-pay on the rental.

**Norwood made a motion to rent a John Deere 317G from MD Rentals not to exceed \$2,800/month; seconded by Walsh. All in favor. Motion carried.**

Ham asked the Board for authorization to move a plastic container at the T/S not being used to another area on the property. Board agreed.

### D. Open Memorial Bids

There was one bid from AHN to do the grounds work for \$2,000. The Town Administrator will scan and send it to the Select Board for review.

### E. Pitney Bowes Contract

The Town's postage meter's 5-year contract has expired and will no longer be supported or have postage refilled by Pitney Bowes; we were paying \$42/month for that lease. The Town has received a new 5-year lease quote at \$28.49/month for a smaller unit. The Town Administrator recommended the Select Board approve.

**Norwood made a motion to sign the Pitney Bowes contract for small unit at \$28.49/month for 5 years; seconded by Denekamp. All in favor. Motion carried.**

### F. Commercial Haulers – Travis Penney

**Winchell made a motion to renew the Travis Penny Hauler's permit; seconded by Walsh. All in favor. Motion carried.**

#### G. Resignations

The following resignations were received from the Warrant & Finance Committee:

- Lee Robator resigned as Alternate W&F Member to become a full member.

**McGurty made a motion to accept Lee Robator's resignation from the W&F Alternate position; seconded by Walsh. All in favor. Motion carried.**

- Jon Denekamp resigned as a W&F Member to become a Selectmen, Assessor and Overseer of the Poor.

**Norwood made a motion to accept Jon Denekamp's resignation from the W&F Committee; seconded by Walsh. Vote 4-0 (Denekamp abstained) Motion carried.**

#### H. Warrant & Finance Openings

With the above resignations, Lori Woods moves up as a Member from the Alternate seat leaving the Warrant & Finance Committee with two Alternate Member positions to fill; the Town Administrator will advertise.

- I. An email was received by the Town Administrator requesting month end reports from Marc Roy which has already been done, but the email continued to state that the W & F will be preparing a line item analysis for the upcoming budget season and were requesting year end reports, showing them line item details for FYs 2018, 2019, 2020, 2021, 2022, 2023 and 2024 when completed.

The Town Administrator has some concerns:

- The Warrant and Finance Committee has new members, they have not met yet and there is no new Chair elected, where did request come from?
- The ordinance indicates the Warrant & Finance Committee meets when there is warrant in front of them, which there is not.
- There was a policy developed 3 years ago permitting Warrant & Finance chair to request information.

Direction was needed from the Town Administrator on how to handle. Discussion ensued. Bakshi indicated the request did not come from the committee. McGurty wanted an opportunity to talk to the committee to understand what it is they are trying to do as this is a huge effort. Discussion ensued.

**Norwood made a motion to suspend the Warrant & Finance Request for Internal Information policy until after the first Warrant & Finance Committee of the 24/25 year; seconded by Denekamp. All in favor. Motion carried.**

J. Appointments

**Winchell made a motion to appoint Steve Perrault, Tracey Levasseur and Joseph Carter to the Cemetery Committee until 6/30/2025; seconded by Walsh. All in favor. Motion carried.**

**McGurty made a motion to appoint the following individuals to the Mary Grant Committee until 6/30/2025 - Richard Neal, Kelli Collins, Virginia Doboer, Dan Krampetz and Tammy Krampetz; seconded by Walsh. All in favor. Motion carried.**

**Winchell made a motion to appoint Rick Smith as EMA Director until 9/1/2024; seconded by Walsh. All in favor. Motion carried.**

K. MMA Legislative Ballot

Daniel Norwood was interested in being the MMA State Legislative representative and is on the ballot. The Select Board needs to cast a vote.

**McGurty made a motion to cast the Select Board's vote for Daniel Norwood to serve as representative for the Maine Municipal Associations Legislative Policy Committee; seconded by Walsh. Vote 4-0 (Norwood abstained). Motion carried.**

L. Blueberry Hill Contract - Tabled

M. North Star Contract

Town Administrator presented the North Star contract for Select Board's signature; she noted that the rates went up \$10.00/hour. Discussion ensued.

**McGurty made a motion to approve the agreement to reengage North Star for planning services based on a proposal dated 6/14/2024; seconded by Norwood. All in favor. Motion carried.**

N. CRP Enrollment Grant

An organization that reaches out to communities to see if there are grant monies that the town can receive. A lot of work goes into this for little money. An email was received to try and raise interest in this. Discussion ensued regarding whether the Board wanted to participate and do the self-evaluation questionnaire. The Board was comfortable with the Town Administrator completing the self-evaluation questionnaire for the town. Followed up by the community meeting. Acton will start the process separately from Shapleigh, compare information and then if anything is feasible for both towns, consider combining. Adele Scritchfield stepped forward to encourage the Board to go after grant money and offered to assist if needed.

O. Executive Session M.R.S.A. 405 6 A – Personnel

**Norwood made a motion to go into Executive Session M.R.S.A. 405 6 A- Personnel at 7:41 pm; seconded by Denekamp. All in favor. Motion carried.**

**Norwood made a motion to come out of Executive Session M.R.S.A. 405 6 A- Personnel at 8:00 pm; seconded by Walsh. All in favor. Motion carried.**

P. Animal Control Update

**Norwood made a motion to hire Candidate A as Animal Control Officer until 12/17/2024; seconded by Walsh. All in favor. Motion carried.**

Q. Board of Selectmen Meeting Change to July 2, 2024 at 5 pm.  
The Select Board agreed to move their stated meeting to July 2, 2024 at 5 pm.

**10. PUBLIC COMMENT**

n/a

**11. PENDING**

n/a

**12. ANNOUNCEMENTS**

On Website

**13. MEMBERS PRESENT: David Winchell Jr., Thomas McGurty, Edward Walsh, Daniel Norwood, Jon Denekamp and Jennifer Roux.**

**14. ATTENDANCE: Jason Sevigny, Robin Ham, Will Langley, Joyce Baksi, Adele Scritchfield and Joe Ruma**

**Winchell made a motion to adjourn; seconded by Walsh. All in favor. Motion carried.**

