

**TOWN OF ACTON SELECT BOARD MEETING AGENDA**  
**August 9, 2023**  
**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 McGurty. All in favor. Motion carried.**

**4. MINUTES OF LAST MEETING**

**Tabled**

**5. TOWN ADMINISTRATOR WEEKLY UPDATE**

**Roux announced that the Town Website has gone live. Training will be set up soon for staff.**

**6. DEPARTMENT HEAD / COMMITTEE CHAIR UPDATES**

**A. Conservation / Forest Committee**

Andy Brazier, Conservation/Forest Committee: No meeting has occurred, and officers have not yet been elected. Brazier advised of some concerns regarding potential conflict of interest and/or personnel issues. Brazier questioned if these have been resolved and has the forestry job description been updated. Norwood met with the Forester and discussed the role; this will need to be presented at the Town Meeting and put in front of the voters.

Brazier continued, currently there are four out of seven members. Roux confirmed we need to advertise the openings and then address the cut at the Annual Town Meeting. McGurty attempted to clarify the conflict. Currently, this work has not occurred.

Roux confirmed three things that need to happen: complete the committee; elect officers; on agenda, update the plan pending approval for the Annual Town Meeting.

**B. District 1**

**Will Langley, District 1**

Scope of Work – extend culverts for West Shore Drive for detours and Willow Street. McGurty questioned the development of a longer-term plan for Scope of Work. 40-feet on each side. Winchell, Jr. questioned if there is an easement in place to complete work? Langley confirmed no. Langley spoke with the owner and confirmed access to property. Winchell, Jr. suggested an easement be in place with the owner of the property in case of sale. Langley will reach out to get easement in place.

**Norwood made a motion to accept the Scope of Work for West Shore Drive and Willow Street; seconded by Walsh. All in favor. Motion carried.**

York County Soil & Water Grant – Langley presented a construction agreement and matching grant provided to the Town. The grant (319 Grant) covers \$8526 the town will pay \$5684 (which has been budgeted for): totaling \$14210. Langley advised the permit will be pending with the DEP, once signed.

**McGurty made a motion to approve the project in the amount of \$5684 and acceptance of the grant of \$8526; seconded by Walsh. All in favor. Motion carried. Signed.**

Langley suggested a letter be sent out to residents on West Shore Drive to notify them of start of Culvert project and closure of boat launch.

## **7. LIAISON UPDATES**

Winchell, Jr. – n/a

McGurty advised he is continuing to work with the Treasurer getting ready for the audit. RHR Smith will be in the office on Tuesday, August 29<sup>th</sup>.

Walsh advised interviews took place this past Monday night for Fire/EMS opening.

Norwood advised he will be meeting with the Superintendent within the next week or two.

## **8. OLD BUSINESS**

n/a

## **9. NEW BUSINESS**

### **A. Fire Station Phone System**

Roux advised at the Fire Chief is looking for direction for the new phone system. An estimate was provided for the phone company the town uses. The budget is up to \$10,000. McGurty suggested this go to bid. Roux suggested an RFP will need to be put together for what the Fire Department is looking for.

### **B. Bi-Weekly Accounts Payable**

Walsh has received calls from vendors questioning why the Town is changing to bi-weekly accounts payable. McGurty advised the accounting firm only offers bi-weekly accounts payable.

### **B. County Tax**

Roux received Assessors Return with York County Tax Bill \$376,581.97.

**McGurty made a motion to pay the County Tax by September 1, 2023, in the amount of \$376,581.97; seconded by Norwood. All in favor. Motion carried. Signed.**

### **C. Executive Session 405 6 A.1. - Personnel Matter**

**Norwood made a motion to go into Executive Session 405 6 A.1. - Personnel Matter; seconded by Walsh. All in favor. Motion carried.**

**Norwood made a motion to come out of Executive Session 405 6 A.1. – Personnel Matter; seconded by Walsh. All in favor. Motion carried.**

D. Fire Fighter New Hire

**Walsh announced interviews completed on Monday and Walsh made a motion to offer recommendation for candidate A for position, pending background check; seconded by Norwood. All in favor. Motion carried.**

F. Executive Session 405 6 A.1. - Personnel Matter

**Norwood made a motion to go into Executive Session 405 6 A.1. - Personnel Matter; seconded by McGurty. All in favor. Motion carried.**

**Norwood made a motion to come out of Executive Session 405 6 A.1. – Personnel Matter at 7:49pm; seconded by Walsh. All in favor. Motion carried.**

No decisions made.

## **10. PUBLIC COMMENT**

Joyce Bakshi confirmed that the Maine State Stabilization will no longer be available and if the Mill Rate has been set for the town and current taxes finalized. Roux confirmed the Stabilization will no longer be available and a meeting is set for next Wednesday, August 16, 2023, to set the Mill Rate and add it to the software and the Board will meet to confirm use of the Unassigned Funds Balance.

Bakshi also checked the status of getting help in the office. Winchell, Jr. confirmed we are still working on filling the open position.

## **11. PENDING**

n/a

## **12. ANNOUNCEMENTS**

August 16, 2023	Select Board Meeting 6:00pm
August 17, 2023	Planning Board 6:00pm
August 23, 2023	Select Board Meeting 6:00pm
August 30, 2023	Select Board Meeting 6:00pm

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

**13. MEMBERS PRESENT: Jennifer Roux, Town Administrator, Select Board Members, David Winchell, Jr., Tom McGurty, Ed Walsh, and Daniel Norwood.**

## **14. ATTENDANCE:**