

**Town of Pownal  
Select Board Agenda  
Monday, October 25, 2021  
6:30 PM Regular Meeting**

**Workshop with North Star Planning** called to order by Chair Morris at 6 pm

**Pledge of Allegiance**

I. **Call to Order-In Person Meeting** called to order by Chair Morris at 7:10 pm

Select Board Members: Jon Morris, Andy O'Brien, Heidi Cushman Curry

Town Administrator: Becky Taylor-Chase

Road Commissioner: Dick Clarke

Fire Chief: Jesse Peters

II. **Accounts Payable & Payroll Warrant**

**AP Warrant #28 amount \$481,405.67**

Selectperson O'Brien motioned to approve AP Warrant #28 in the amount of \$481,405.67.

Selectperson Curry seconded

Discussion: The Town Administrator noted that this warrant includes payment of the County Tax Assessment.

**Vote: Yes 3; No 0**

**Payroll Warrant #27 amount \$6341.18**

Selectperson O'Brien motioned to approve Payroll Warrant #27 in the amount of \$6341.18.

Selectperson Curry seconded.

Discussion: None

**Vote: Yes 3; No 0**

III. **Minutes of Previous Meetings**

- **Minutes of October 12, 2021 Regular Meeting**

Selectperson O'Brien motioned to approve the minutes as presented. Selectperson Curry seconded.

Discussion: None

**Vote: Yes 3; No 0**

III. **Public Comment – Non Agenda Items**

None

V. **Department Head Reports – Submitted Electronically**

(Department head reports can be viewed on their respective website page(s))

- **Select Board**

Selectperson O'Brien received quote for dedicated police protection from Cumberland County. The Board will review and discuss at the November 8 meeting. Chair Morris hopes to have Freeport's proposal by the next meeting. Selectperson O'Brien is still working on Yarmouth.

Selectperson Curry attended the Planning Board meeting. She noted it was the 1<sup>st</sup> official meeting addressing cluster housing. She also noted she had been working with the Town Administrator about compensatory time.

VI. **New Business**

- **Special Town Meeting Timeline**

The Town Administrator presented two timelines based on the 2<sup>nd</sup> Monday in February as tasked during the October 12, 2021 Select Board Meeting. The first timeline was based on applying feedback from residents from the public hearings and the second time line was not (see attached). The Select Board agreed to go with the first timeline option. This gives 9 weeks for ordinance edits.

- **North Star Planning Workshop Debrief** – covered in workshop. Ben from North Star will be writing a summary.
- **Building Moratorium**

After the discussion in the workshop Chair Morris will reach out to the town attorney regarding a draft for a moratorium to present at a later meeting.

- **Susan Peters Oath– Economic Development & Sustainability**

Chair Morris motioned to approved the Oath for Susan Briggs Peters for a 1-year term starting October 25, 2021 and ending October 25, 2022. Selectperson O’Brien seconded.

Discussion: None

**Vote: Yes 3; No 0**

She was sworn into the committee. The Select Board thanked her for volunteering.

- **County Tax Return**

Chair Morris read the County Tax Return and motioned to approve. Selectperson Curry seconded.

Discussion: None

**Vote: Yes 3; No 0**

- **Article 27 Dates from June 19, 2021 Town Meeting**

During the October 12, 2021 Select Board Meeting, John Green stated the dates on Article 27 from the June 19, 2021 Town Meeting Warrant were incorrect and needed to be corrected. The Town Administrator read the article and confirmed the dates were correct. This article is referring to tax acquired property in the previous tax year:

**ARTICLE 27:** To see if the Town will authorize the Select Board and the Town Treasurer, on behalf of the Town, to rent, sell or otherwise dispose of any parcel of real estate or any portion thereof acquired by the Town of Pownal between July 1, 2020 and June 30, 2021 for non-payment of taxes thereon, on such terms as they deem advisable or see what action the town will take.

- **Carry Forward Process**

The Town Administrator spoke with MMA and the auditor regarding the carry forward process. The Select Board does have the authority to vote to move unspent money into the next fiscal year as long as it is spent in the same category for which it was originally approved for. Moving forward the process is to vote on the requests at the first Select Board meeting in July after the end of the fiscal year and present to the auditor. Selectperson Curry stated we have done our due diligence with the process.

- **Carry Forward Requests**

Chair Morris presented the Fire Department carry forward request. Selectperson O’Brien motioned to approve \$16,876.83 in carry forward money. Selectperson Curry seconded. Attached is the breakdown of approved spending.

Discussion: None

**Vote: Yes 3; No 0**

Chair Morris presented the General Government carry forward request. Selectperson O'Brien motioned to approve \$34,549.76 in carry forward money. Selectperson Curry seconded. Attached is the breakdown of approved spending.

Discussion: Selectperson Curry asked for clarification regarding the \$5000 request for Paul Schumann. The Town Administrator stated it was to help with organizing the TRIO accounts. She asked if he was agreed to do this work and the Town Administrator answered she had spoken with him about it and he has not said no.

**Vote: Yes 3; No 0**

Chair Morris presented the Public Works carry forward request. Selectperson O'Brien motioned to approve \$53,637.15 in carry forward money with clarification. Selectperson Curry seconded. Attached is the breakdown of approved spending.

Discussion: Selectperson O'Brien asked the Road Commissioner to clarify the breakdown. Mr. Clarke clarified he was asking for \$53,637.15 total and the \$21,637.15 of the carry forward was to be used to cover E 02-03-040-008 that was overspent and for additional costs for work not completed.

**Vote: Yes 3; No 0**

- **Audit- review auditor notes**

Chair Morris stated we had received the draft audit along with some questions from the auditor. He and the Town Administrator had sat down earlier to go over them. The first question regarding account G 1-4201-00 DPW Grants was over spent and the auditor asked if the town is expecting a reimbursement for these funds or should the difference be classified as an expense therefore zeroing out the grant. The Town Administrator pulled the invoice which was for the multi-plate project on Poland Range Road. Once the grant funds of \$125,000 are received \$269.08 will be allocated to zero that account out.

Account G-4507-00 Comprehensive Plan – this account was charged \$1110.00 and the auditor asked if this should be an expense account. Both Selectperson Curry and Marcia Bowen stated there was a budget set for the Comprehensive Plan work and it should be charged to that. The Town Administrator will research that account and clarify with the auditor.

Article 2 from the July 20, 2020 town meeting \$35,000 from Recreation Impact Fees for town event sign and was the \$1344 spent. If not, will the money be reimbursed to the property owner. The Select Board discussed the \$35,000 and decided to carry it forward into FY22. The \$1344 was not spent and will be returned to the property owners. The Town Administrator stated she had an Impact Fee Spreadsheet which would list the property owners.

Account G 1-0019-00 HBD Solar. This was an escrow account set up to cover expenditures while the project was being approved. The project has now been approved and the balance remaining is to be returned to NBD Solar. It was noted that the account should have been labeled NBD and not HBD Solar.

Account G 1-4203-00 was voted at town meeting (Article 19 Revenues) to be returned to the Public Works and Fire Departments but the money was not moved within TRIO to the appropriate account.

Account G 1-4200-00 was voted at town meeting (Article 19 Revenues) to be moved into revenues but the money was not moved within TRIO to the appropriate account.

Account G 1-4911-00 was voted on at town meeting to fund part of the North Star Planning budget but in the town warrant the figure from account G 1-4908-00 was used. Selectperson O'Brien will sit down with the Town Administrator to go over the details and research the necessary steps to correct this.

- **Return Impact Fees**

Addressed in Audit-review auditor notes.

- **\$35,000 Sign Money**

Addressed in Audit-review auditor notes.

- **Committee Appointments**

The Town Administrator asked for clarification on committee appointments that were set as indefinite. She read in the Municipal Clerks Manual that appointments typically expire so they can be set as indefinite or with an end date. One reason given was to create longevity and historical knowledge within the committees.

- **Ordinance Review Committee Members-Multiple Committee Membership**

The Town Administrator stated she did not have current oaths for the members. She asked for the roster and was given Tod Mellin, Tom Hall, Susan Briggs Peters and Zac Cote. Susan Briggs Peters stated John Green was a member. The Select Board clarified that he had been asked to step down from the committee and had agreed. Oaths will be prepared for the members and approved at the next Select Board meeting on November 8, 2021

- **Election Food**

Chair Morris introduced the idea of the town supplying meals for the election staff as a way to say thank you for working. The Town Administrator stated in her past experience the town had supplied meals, often cooking for the event. Susan Peters stated there was enough the office staff had to deal with without the burden of cooking and that she would be happy to pick up anything that was ordered. The Select Board agreed to pay for food. The Town Administrator stated there was money in the Election Supply budget to cover the cost.

## **VII. Old Business**

- **Roosters – Summer Lane – Ordinance**

Chair Morris asked if we were going to edit the ordinance. Selectperson O'Brien stated the edit could be done inhouse and to include it on the Special Town Meeting Warrant. Chair Morris moves to designate a workshop to edit the nuisance animal ordinance at 6:25 pm on November 8, 2021. Selectperson O'Brien seconds.

Discussion: None

**Vote: Yes 3; No 0**

- **Ordinance Review Committee Charge**

Chair Morris stated that the charge needed to be edited to align with North Star Planning involvement with ordinance edits/writing. Selectperson O'Brien volunteered to rewrite and present at the next Select Board Meeting on November 8, 2021

## **VIII. Correspondence**

None

## **IX. Any Other Business**

Chair Morris thanked the Road Commissioner for changing the paving date and working around the election. Mr. Clarke confirmed that grading would start on Friday, October 29 and paving will begin on Wednesday November 3.

Chair Morris stated the Freeport Class of 2022 would like to erect a tree and decorate it at Mallett Hall. He asked if a PVC pipe could be placed on the front corner to anchor the tree. The Road Commissioner will have this done prior to paving. Susan Briggs Peters asked if this would be an issue since flags have not been allowed. Selectperson O'Brien stated flags are governed differently and this would not be problem. Chief Peters asked if the opening would be covered when not in use. The opening would be covered. Discussion with members of the Select Board, Public and Office staff was around having a tree lighting ceremony, a Menorah, carolers and making it an annual community event.

**X. Executive Session per 1 M.R.S.A 405 (6) (A) Personnel Matters**

Selectperson O'Brien motioned to enter into Executive Session per 1 M.R.S. A 405 (6) (A) Personnel Matters at 8:14 pm. Selectperson Curry seconded.

Discussion: None

**Vote: Yes 3; No 0**

Chair Morris motioned to exit Executive Session at 8:20 pm. Selectperson O'Brien seconds.

Discussion: None

**Vote: Yes 3; No 0**

Chair O'Brien motions to increase Jason Best's hourly wage by 50 cents. Selectperson Curry seconds.

Discussion: None

**Vote: Yes 3; No 0**

**XI. Adjournment**

Chair Morris motions to adjourn the meeting. Selectperson Curry seconds.

Discussion: None

**Vote: Yes 3; No 0**

The meeting adjourned at 8:23 pm.

*Jason Best*  
*Chairman*  
*A. R. O'Brien*