

Town of Pownal
Select Board Minutes
Monday, August 8, 2022 6:30 pm

I. Call to Order by Selectperson O'Brien at 6:30 pm.

Members Present: Andy O'Brien, Heidi Cushman Curry

Town Administrator: Becky Taylor-Chase

Road Commissioner: Matt Nielsen

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

FY23 AP Warrant #5 in the amount of \$34,841.03

Selectperson Curry motioned to approve AP Warrant #5 in the amount of \$34,841.03.

Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 2; No 0

Payroll Journal #39 in the amount of \$6,412.24.

Selectperson Curry motioned to approve Payroll Journal #39 in the amount of \$6,412.24.

Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 2; No 0

IV. Minutes of Previous Meetings

None

V. 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**

Nothing new to report.

VI. New Business

- **Fee Schedule**

Selectperson O'Brien talked with Christine Watson about the fee schedule. The question is should we be charging for people amending their subdivision applications? Selectperson Curry feels we should be. She asked the question what would an amended subdivision entail?

Selectperson O'Brien used a previous amendment as an example. He proposed we make it the same fee as a minor subdivision. The amendments can be rather involved. The time involved with the CEO, North Star Planning and the Planning Board is worth \$1000. The breakdown would be \$300 for the sketch plan and \$700 for the final plan. Selectperson Curry is curious if our fees are covering North Star Planning services. The Town Administrator will need to look back at the figures. This year we have a new expense line specifically for subdivision review by North Star so we will be able to track better if the fees collected are covering the services provided. Selectperson O'Brien moved to site plan review. It was suggested that we do a

commercial fee. Selectperson Curry would like examples. Estabrooks just went through. They will have to pay a permit fee when construction begins. It is unclear what is being asked. Selectperson O'Brien addressed back lots. Selectperson Curry feels this should be the same as a single lot and that it would go to the CEO. Selectperson O'Brien stated it goes before the Planning Board. Selectperson Curry feels we should consider changing this ordinance so it goes before the CEO.

It was asked who will be doing the website posting while the Town Administrator is on medical leave. The Town Administrator stated we have not talked about that. The Deputy Clerk has asked that procedures be written but the Town Administrator would like to keep the website posting off that position. With the election underway and all the other tasks she is covering it would be too overwhelming. Selectperson O'Brien suggested we reach out to Andy Wyatt. The Town Administrator had the same thought and will reach out to him.

Selectperson O'Brien motioned to make the fee \$300 for sketch plan and \$700 for final plan for a total of \$1000 for amended subdivision applications. Selectperson Curry seconded.

Discussion: The other items are tabled until next meeting. Would like a member of the Planning Board present to answer questions.

- **Cumberland County Tax Warrant**

Selectperson O'Brien read the warrant. He motioned to pay the warrant in the amount of \$193,965. Selectperson Curry seconded.

Discussion: None

Vote: Yes 2; No 0

- **Cumberland County ARPA Grant Contract**

The Town Administrator had a meeting with the compliance manager. We need to put the project out to bid and post a public notice for the RFPs. We then submit those to Cumberland County and they will choose the winning bids. They most likely will take the lower bids. There normal requirement is the town pays the invoices and submits to Cumberland County for reimbursement. It was explained to them that process would require a Town Meeting vote so we can submit the invoices directly to Cumberland County and they will pay them. We need to sign the contract to move forward with the project and funds. Selectperson O'Brien motioned to designate Becky Taylor-Chase, Town Administrator, to sign the Cumberland County ARPA Grant Contract. Selectperson Curry seconded.

Discussion: None

Vote: Yes 2; No 0

- **CEO Oaths**

Selectperson O'Brien motioned to appoint Richard Maguire Code Enforcement Officer, E-911 Addressing Officer, Building Inspector Plumbing Inspector and Electrical Inspector for a term beginning August 8, 2022 to June 30, 2023. Selectperson Curry seconded.

Discussion: None

Vote: Yes 2; No 0

VI. Old Business

None

VIII. Correspondence

IX. Any Other Business

None

X. Enter 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 (6) (A) Personnel Matters at 6:50 pm. Selectperson Curry seconded.

Discussion: None

Vote: Yes 2; No 0

Selectperson O'Brien motioned to exit the executive session at 7:13 pm. Selectperson Curry seconded.

Discussion: None

Vote: Yes 2; No 0

XI. Adjournment

Selectperson Curry motioned to adjourn the meeting. Selectperson O'Brien seconded.

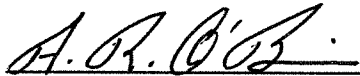
Discussion: None

Vote: Yes 2; No 0

The meeting adjourned at 7:14 pm.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator

Jon Morris



Andy O'Brien



Heidi Cushman Curry