

**Town of Pownal
Select Board Minutes
Monday March 30, 2020
Zoom Meeting 7:00PM**

I. Call to Order – 7:00pm – Pledge of Allegiance

Members Present: Jon Morris, Andrew O'Brien, George Anderson Jr., & Town Administrator Melissa Henes.

II. Accounts Payable & Payroll Warrant

Chairman Morris moved to designate Selectman O'Brien to sign all AP Warrants & Payroll Warrants on the Board's behalf during this civil state of emergency. Selectman O'Brien seconded the motion. Discussion: None. **Vote: 2- Yes 0- No.**

III. Minutes of Previous Meeting(s)

The Board unanimously moved to table approving minutes until they could figure out how to approve them.

IV. Public Comment – Non-Agenda Items

None.

V. Department Head Reports

- Fire Chief- Chief Peters gave the Board his oral report. He gave the Board an update on operations for the Fire Rescue Department regarding COVID-19. He updated them on holding remote meetings with the department. He also reported there have been no reports of Corona Virus in Pownal. Chairman Morris stated he spoke to Lisa Demick from the school about potentially donating masks from the RSU to the Fire Department.
- Road Commissioner- Commissioner Clarke gave the Board his report he reported the crew has been working on stock piling dirt and gravel. They received the new truck back from getting lettered. He has received one bid back for the RFP about the roadside mowing. He reported posted roads will be lifted April 2, 2020 with the exception of Merrill, outer Lawrence and all gravel roads except North Yarmouth side of Chadsey for the next few weeks. He reported about installing Hidden Drive signs on Hodsdon Rd. He has spoken to the crew about precautions and practices during this pandemic. Selectman O'Brien inquired about the paperwork that needed to be signed to work with MDOT.
- Town Administrator- TA Henes gave her report to the Board. She reported she had been working on the mailed Reminders from Town Hall special edition. She did reassure the Board that she is keeping track of all time and expenses that are associated with COVID-19 for FEMA purposes. She reported that she has updated the homepage of the website to include the upcoming meetings Zoom ID's. She reported that the new computer router had been installed and her computer and home computer are set up for remote access. She informed the Board that she purchased the upgrade for the Zoom platform to host Board & Committee meetings on this platform. She sent out a How-To guide to all Board & Committee Chairs on how to host the meetings on this platform. She was very happy to announce that she passed her Clerks Exam so she is now a certified clerk! Lastly, she asked to talk to the Board about a couple of her budget items. The first item they discussed was about the Video Streaming. The second item they discussed was compensation for the Health Officer stipends. The last and final item they discussed was about adding a part-time wage to her budget. Chairman Morris moved to accept \$4,000 for video streaming, \$1,500.00 for health officer stipends & 13,869.00 for a part-time position. Selectman Anderson seconded the motion. Discussion: None. **Vote: 3- Yes 0- No.** The

Board inquired about the streaming service if it will be able to video stream the Zoom meetings. TA Henes said she would ask Eric from Town Hall Streams regarding this.

- Select Board- Selectman O'Brien reported he has been in close contact with the Code Enforcement Officer with his daily updates. He also reported he has been checking the Pump house and attending all the staff meetings.

Chairman Morris reported he has been speaking with 16 different chairpersons from other towns regarding the liquor issue. He spoke to Larry about how to potentially limiting the amount of people at the store and marking off 6 ft increments to comply with "social distancing." He lastly reported about thoughts on the budget process and the town meeting.

VI. New Business

- COVID-19 Updates: The Board discussed the updates with the EMA Director.
- Personnel Policy Amendment Discussion: The Board and Commissioner Clarke discussed a potential amendment to the Personnel Policy. The Board asked Commissioner Clarke to write it up in a letter. Commissioner Clarke said he write it up for the next meeting.

VII. Old Business

- Rescheduling:
FOAA Training- The Board has suspended the training at this time. Chairman Morris asked TA Henes to inquire with the Town's Attorney regarding a write up on the new FOAA laws and to email them out to the Board and Committee Chairs for the time being.

Employee Evaluations- Evaluations specifically for the Department Heads have been suspended for the time being. Chairman Morris discussed giving employees bonuses for the work they do. Selectman O'Brien discussed going forward and reallocating the Wellness Program funds as an appreciation fund for employees as well.

VIII. Correspondence

None.


IX. Any Other Business

TA Henes discussed keeping the Pen Pal program going. Selectman O'Brien discussed putting the generator in the budget for this coming year.

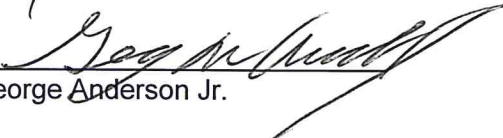
X. Adjournment

Selectman O'Brien moved to adjourn the meeting at 8:22pm

SELECT BOARD


Jon Morris


Andrew O'Brien


George Anderson Jr.