

Town of Pownal
Select Board Agenda
Monday, October 12, 2021
6:30 PM Regular Meeting

I. Call to Order-In Person Meeting

II. Accounts Payable & Payroll Warrant

AP Warrant #

Payroll Warrant #

III. Minutes of Previous Meetings

- Minutes of September 27, 2021 Regular Meeting

IV. Public Comment – Non Agenda Items

V. Department Head Reports – Submitted Electronically

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

- Select Board

VI. New Business

- Special Town Meeting List of Priorities
- North Star Planning Workshop Debrief
- Building Moratorium
- Brian Stornelli Oath – Planning Board
- Oaths for Economic Development & Sustainability
- Roosters – Summer Lane – Ordinance
- Ordinance Review Committee Charge
- Municipal Valuation Return
- Abatement Acct #128
- Public Hearing Comprehensive Plan Date – 11/15/21
- November 2, 2021 Election
- Paving & Sign Placement

VII. Old Business

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

Town Administrator Report
October 12, 2021

On September 23 I met with Andy Wyatt and Christine Watson to discuss how to better format the information on the Planning Board side of the website. I had also reached out to Gov Office for some training and am awaiting their call back. Earlier in the day a resident was in the office and after some conversation with her she is willing to volunteer time to help with web content as she does that for a living. I also attended the Economic Development and Sustainability Committee meeting that evening.

I attended the Mallett Hall clean up day on September 25th. A lot of work got done in just a few short hours. Thank you to all that volunteered their time to come clean and cook for the pot luck.

The week of September 27 was focused on election tasks. We are starting to receive absentee ballot requests now. Several sets of paperwork came from the state so I've been working with Ginny on all the processes. We reached out to those that have worked elections in the past to start building our schedule.

During this week I spoke with Gov Office about the changes we would like to make to the web format and have set up a session on October 5th to start implementing those. We will be formatting the Planning Board side to include a drop-down box that will have the option to choose current projects and past or completed projects. I will also be adding a section for the Economic Development and Sustainability Committee so we can post the agenda and minutes.

I spoke with our Auditor and due to personal reasons, she had requested to move the audit to November. After some discussion we were able to land on October 12. Due to staff trainings on that day, we will be closing the town office to complete the audit and trainings.

I spoke with Consolidated Communications regarding our phone service and have received an estimate to upgrade our system to include an auto answer feature with extensions and voicemail. As soon as the audit is done and we submit our carry forward requests I will have the representative attend a Select Board meeting to discuss this upgrade.

Ballots came in on October 4. Ginny and I spent the afternoon reporting to the state the receipt and prepping ballots so we could issue to those that had requested them. On October 5 we issued ballots and set up a few cardboard voting booths for those that will vote in person absentee.

I spent time on October 5 catching up on small tasks, balancing the checkbook, typing minutes from the Economic Development & Sustainability Committee and prepping the agenda for the upcoming Select Board Meeting.

October 6, I worked on the A/P warrant, organized the documents for the upcoming audit and attended a ZOOM training on dog licensed with Ginny. I covered the counter so she could stay focused on the training since I've had experience previously.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator