

**Town of Pownal  
Select Board Minutes  
Monday, May 28, 2024  
6:30 pm Regular Meeting**

I. **Call to Order** by Chair Morris at 6:30 pm  
Members Present: Jon Morris, Andy O'Brien, Kate Day  
Town Administrator: Becky Taylor-Chase

II. **Pledge of Allegiance**

III. **Accounts Payable Warrant & Payroll Journal**

- **FY24 AP Warrant #25 in the amount of \$337,859.43.**

Selectperson O'Brien motioned to approve FY24 AP Warrant #25 in the amount of \$337,859.43. Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; No 0**

- **Payroll Journal #466 in the amount of \$8,139.51.**

Selectperson O'Brien motioned to approve Payroll Journal #466 in the amount of \$8,139.51. Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; No 0**

IV. **Minutes of the Previous Meeting**

- **Public Hearing & Regular Meeting May 13, 2024**

Selectperson O'Brien motioned to approve the minutes of the May 13, 2024 public hearing and regular meeting as written. Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; No 0**

V. **Public Comment – Non- Agenda Items**

None

VI. **Department Head Reports**

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

- **Select Board**

Nothing to report.

## VII. New Business

- **Annual Town Meeting Final Copy**

The Town Administrator stated she had researched article 37 and the wording. It was changed a couple of years ago after a discussion with the same participants from the public hearing. The point of using the word department is that we cannot transfer money across departments. So, we would not be able to move money from the General Government budget to Public Safety if there was a shortfall. The intent is to keep the ability to transfer narrow. Selectperson O'Brien noted that as he recalls the Select Board has been asked to narrow their scope on these types of budgetary items. The Town Administrator researched back 13 years and the change happened 2 years ago. It was a conversation that surrounded around the carry forward article. Selectperson O'Brien motioned for the Select Board to sign the annual town meeting warrant for June 17, 2024. Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; No 0**

- **Farmer's Market Committee – Draft Charge**

Selectperson O'Brien motioned to accept the charge for the Farmer's Market Ad-hoc Committee as written. Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; No 0**

- **Credit Enhancement Agreement – Chandler Brook Properties LLC**

The Town Administrator stated that Estabrook's lawyers recommended the agreement be with Chandler Brook Properties LLC since that is what the tax bill states. The copy sent out last week still had EF&G LLC, so the edits were made along with a spelling error correction.

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The agreement has been reviewed by attorneys for both sides and all agree. Tom Estabrook will come to sign the agreement in the next day or two. Selectperson O'Brien motioned to accept the Credit Enhancement Agreement with Chandler Brook Properties, LLC.

Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; No 0**

Chair Morris signed the agreement.

- **The Mallett Hall Sign recommendation – Rec and Mallett Hall Committees**

Kathy Hogue, Chair of both the Mallett Hall Buildings & Grounds Committee and Recreation Committee, stated the committees did not come up with a recommendation because they had a lot of questions. She stated the RFP that went out showed a very simple sign which is what we want. The committees would like the frame to resemble Mallett Hall so it has some historical feel. So, the question is if either of these companies that submitted proposals could make a custom frame. One of the proposals stated they could do whatever we wanted. The Town Administrator stated she felt the other proposal would do the same. He stated he could be very flexible. The other question is if the sign will be too close to the road for snow removal and is it okay with CMP to have a sign that close to the telephone pole. She doesn't know if the committee is responsible for obtaining these answers. Chair

Morris answered that the committees are responsible for coming up with the design, size and pixels. The committees did come up with a few suggestions for the size, design and pixels. Heidi Richards is going to call Gray and ask for details of their sign because the committees thought it was a good example of what we are looking for. Another question they had was could a local carpenter design the sign frame. Would these prospective companies be willing to work with a local carpenter on a design? Chair Morris stated these would be questions to ask both companies that submitted proposals and it's been indicated that they seem to be flexible and willing to work with adjustments and modifications. Another question they had was if the metal poles could be wrapped in wood, so it matched the building better. Chair Morris stated it's the Recreation Committee and Mallett Hall Buildings & Grounds Committee to come up with all the answers to these questions. The Town Administrator wanted to state for the minutes one company, AND, submitted one bid for approximately \$37,000 and we have \$34,000 to spend on the sign. The other company, NeoKraft, submitted 4 different proposals with different sizes and pixel options. Those proposals ranged from \$17,000 to \$27,000. The data plan to send the information through the software program is included for 5 years in the quotes. The sign comes with an antenna so when we are at the town office, we would not use the data plan. That would be only if we had to send information to the sign from a remote location. The NeoKraft quotes also included an extra panel so should a bee bee or rock damage the sign we have one replacement panel included. Selectperson Day asked when the next joint meeting would be? Mrs. Hogue stated she has not set it yet. Selectperson Day would like to be notified so she can attend.

- **Town Office Closures in June**

The Town Administrator requested that the counter be closed on June 11<sup>th</sup> to facilitate the election. We have some new election staff helping with this election and 6 ballots to manage. She requested that we close the counter at 4 pm on June 17<sup>th</sup> to prepare for the annual town meeting and close at noon on June 27<sup>th</sup> to close the fiscal books. Selectperson O'Brien motioned to allow the office to close on June 11<sup>th</sup> for the election, close at 4 pm on June 17<sup>th</sup> for the annual town meeting and close at noon on June 27<sup>th</sup> for the end of year tally. Selectperson Day seconded the motion.

Discussion: None

**Vote: Yes 3; Non 0**

Chair Morris asked if we were all set with staffing on election day. The Town Administrator stated we are working on the schedule right now. We had a good recruitment year and have over 20 election clerks serving.

- **Brown Tail Moth Grant review**

Chair Morris stated if we were asked by the state "how did it go" how would we respond. The Town Administrator stated that her contact with the state was amazing, and she would give her an A+. She made submitting the invoices for refund extremely easy and was very responsive to questions. For our first year I think we did well with the grant. We learned a lot and know how to better facilitate the grant. We have a relationship with a treatment company now so if we did the grant again, we would be able to have that booked quickly. The clipping party was a success. Selectperson O'Brien stated from what he saw the clipping party went very well. We need to get the word out to people earlier about spraying and

that it is limited. Selectperson Day felt the collaboration with the school was a great part of the grant. It was great to have young eyes learning to identify and help with the clipping event. Chair Morris stated he will summarize and send a report to the state. Some of the phone calls he's received have been brown tail moth sitings so it would be good to have a way for people to call in and we could track the sitings. Maybe this could be coordinated with our health officer.

- **CIP Charge revision**

Chair Morris read the proposed new charge. Selectperson O'Brien stated he wrote this. There have been a few changes by the committee that are included in this charge. Selectperson Day stated it looks like it's a lot more. Selectperson O'Brien stated it summarizes what they really have been doing all along with a few additions like communicating with other committees and boards for funding needs. Chair Morris stated as with all things we should table this and take the next two weeks to look it over and take it back up at the next meeting.

Chair Morris stated under new business that the Town Administrator has forwarded and that we have been named in a potential lawsuit. It is an appeal of a Select Board decision. We have not yet been served, we just received notice that an appeal has been filed. Serving of the actual lawsuit needs to happen by sheriff or certified mail and that has not yet happened. The notice from the clerk of the courts indicated the appeal is about the decision the Select Board made last fall to not move map 9, lot 43 forward to the town meeting warrant. But I will not know that until we have been formerly served and he files his brief. Chair Morris stated just for the record that is on Elmwood Road and the one we have the conservation easement article on the town meeting warrant. This is one we went through the process, and we denied based on the recommendations and it was reapplied and the Select Board did not move it forward the second time.

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Chair Morris asked if we needed any additional help to get caught up. The Town Administrator stated the counter has been very busy as we get caught up there. We devised a work plan to get the work caught up. We were able to get the ballots tested which were due by the end of the week. Items that need to be worked on are the annual report, Casella Grant, Region 10 documents and the PCWA infrastructure which will be the focus on Thursday. Chair Morris asked if any help was needed on the Casella grant. The Town Administrator stated she was going to ask for language for the letter of support and most of the questions Casella may need to answer.

### **VIII. Old Business**

Chair Morris stated he was at a Future Facilities meeting and there was a conversation that came up about facility sites and the wetlands and what the preference would be for that site. During that conversation a question arose wondering if anyone had asked Blackstone's about possible usage or sale of his buildings for public works. So should the Select Board consider authorizing one member to begin an initial conversation. This is an opportunity to explore another option. Selectperson O'Brien has no objection. Selectperson Day has no objections.

## **IX. Correspondence**

Selectperson O'Brien stated he had a few calls regarding trash pickup. He had a few phone calls and one text message about the dirt part of Libby Road regarding the grading of the road. He spoke to the Road Commissioner about it and it has been addressed. Chair Morris stated we need to appreciate the initiative of the person that did the work. The Town Administrator received two calls about Libby Road and one resident thought we were preparing the road for the change to automation with the trash so the cans will stand up better. The Town Administrator received 2 calls about trash and got an email from the Casella rep that the cart delivery is projected to happen on July 15<sup>th</sup> and automation to begin on July 22<sup>nd</sup>. These are still estimates and we will get confirmation once we know for certain. We have also notified Casella that in the transition until we know about the PAYT program they will need to accept regular bags should we run out. I also received an email from a resident regarding a missed pick up. Casella's practice is they do not go down a road until there is a minimum of 3 house. We have two roads in Pownal that have only one house and they have been picking up since we started the service with them in 2010. During the last year they have been sporadically picking up on Wilson Road. I have reached out to Casella stating this road should be grandfathered since we have been picking up for 14 years. Chair Morris stated there are a lot of conversations around town about whether the automated trucks will go down roads like Wilson and if people are going to need to drag the cans all the way out to the main roads. Mrs. Hogue asked if the cans have to be exactly 3 feet apart or can one be on one side of the driveway and the other on the other side. There are some driveways in town that don't have the space to place them 3 feet apart. The Town Administrator will ask the deputy clerk as she has seen the automation in Freeport. Chair Morris also asked what happens if the arm knocks the can over. Does someone come out and pick it up?

The Town Administrator stated the next Select Board meeting is the night before the election so she will get the recording started but will need to go down and help prepare for the election.

## **X. Any Other Business**

## **XI. Adjournment**

Selectperson O'Brien motioned to adjourn the regular meeting at 7:14 pm. Selectperson Day seconded the motion.

Discussion: None

**Vote: yes 3; No 0**

The Select Board then moved into an Executive Session per 1 M.R.S.A 405 (6)(E) Legal Matters. Motioned by Chair Morris and seconded by Selectperson O'Brien.

Discussion: None

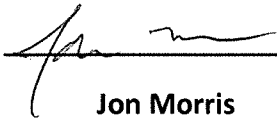
Vote: Yes 3; No 0

The Select Board exited the executive session at 7:24 pm. Chair Morris motioned to exit and Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

Respectfully submitted,  
Becky Taylor-Chase  
Town Administrator



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**Jon Morris**



**Andy O'Brien**

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**Kate Day**