

Town of Pownal
Select Board Minutes
Monday, December 27, 2021
6:30 Regular Meeting

I. Call to Order-In Person Meeting by Chair Morris at 6:30 pm.

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

Town Administrator: Becky Taylor-Chase

Road Commissioner: Dick Clarke

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

AP Warrant #41 in the amount of \$311,122.63

Selectperson O'Brien motioned to approve AP Warrant #41 in the amount of \$311,122.63.

Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

Payroll Warrant #40 in the amount of \$8069.01

Selectperson O'Brien motioned to approve Payroll Warrant #40 in the amount of \$8069.01.

Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

III. Minutes of Previous Meetings

• **Minutes of December 13, 2021 Regular Meeting**

Selectperson Curry motioned to approve the minutes for the December 13, 2021 meeting as written. Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

IV. 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 noted that the Public Works crew was doing a great job on the roads. They had a couple of challenging days and did a great job.

Selectperson Curry attended the Planning Board meeting and said the board did very well handling a challenging applicant.

Chair Morris had nothing new to report.

VI. New Business

• **Citizen's Petition**

The Town Administrator stated she had received several Citizen's petitions on December 15, 2021. She is awaiting the circulator's oath for some of them so cannot certify all the signatures until those are received. She will present them at the next Select Board meeting in January.

• **Town Office Telephone**

The Town Administrator reintroduced the topic of updating the town office phone system. She reached out to ION Networking to ask what there back up was should the power or internet go out. They stated that calls could come in but would go right to voicemail. There isn't an option

to place any outgoing calls until power or internet is restored. With Consolidated Communication the phones would revert back to the copper phone lines so both incoming and outgoing calls would work without interruption. She asked Consolidated Communications what the advantage to leasing over purchasing was. They stated that in the event the phone stops working it is replaced within 24 hours. She summarized the current phone bill ranges from approximately \$225 to \$235 per month depending on how much long distance is charge. Under the new phone system, the cost would be \$245 per month with Consolidated Communications or \$275 per month with ION Networking. She has allocated \$1500 in the carry forward request to supplement the budget line to cover any costs associated with installation and an increased monthly bill. Consolidated Communications has also waived the installation fees. Selectperson O'Brien felt that Consolidated Communications was the better option given their back up service and monthly cost. Selectperson Curry agreed. The board gave approval to move forward with Consolidated Communications VoIP phone system.

- **Payroll Service/Direct Deposit**

The Town Administrator reintroduced the option of Direct Deposit or using a payroll service. Chair Morris asked for feedback from the other board members. Selectperson Curry noted she had been using a payroll service for quite some time. Over the summer she spent time shopping for other services but in the end stayed with Bangor Payroll as they had the best service and pricing. Selectperson O'Brien stated out of the 3 options Bangor Payroll looked like the best one. He asked if the \$46.80 per week figure was after the 10% discount. The Town Administrator answered yes. Chair Morris asked for the Town Administrator's thoughts. She stated that Bangor Payroll had the best pricing with the most benefits and the ability to integrate with TRIO. She has not been impressed by the level of service with TD Bank. They have not been responsive in the past. It took several months for them to remove a service fee on our monthly banking account that was not being used. The board agreed to move forward with using Bangor Payroll to process payroll.

- **Remote Participation in Public Meetings LD32**

The Town Administrator reached out to surrounding towns for a copy of their remote participation policy. She has also learned that each board and committee must adopt a policy. Under current legislation there is no option for the town to adopt a "blanket" policy that covers all boards and committees. There is new legislation in the next session addressing that issue and proposing the change to allow one policy to cover all. She suggested adopting a policy for the one committee asking and holding off on the others to see if the bill passes. The two towns that submitted their policy just adopted the sample policy provided by MMA. After some discussion the board suggested we use the sample policy for adoption. Chair Morris asked the Town Administrator to reach out to all boards and committees asking them to express their interest by a certain date so we can schedule a public hearing at the end of January to adopt policies.

- **County Hazard Mitigation Plan**

Chair Morris read the County Hazard Mitigation Plan. He noted this a standard plan we've adopted in the past. Selectperson O'Brien motions to accept the Cumberland County Hazard Mitigation Plan. Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

- **Application Process for Planning Board**

Christine Watson stated at the last Planning Board meeting it was discussed with Ben Smith and Matt Alteiri. Christine and Jesse Peters will be notified about any new applications. New

procedures were posted on the website. Chair Morris asked if there is a need to put the Code Enforcement Officer into the process. Ms. Watson stated that anything that comes to the Planning Board she distributes out to all involved in the process. Chair Morris asked if there is nothing with the procedure that involves Alan Hill. She stated no. She also needs to know from the Town Office when the application fee is paid. The Town Administrator stated that Ms. Watson has let us know in the past that an applicant will be coming in to pay the fee so we are aware. Chair Morris stated that the application is not official until the fee is paid and no discussion can happen at the Planning Board meeting until receipt of payment.

- **Draft Warrant for Special Town Meeting**

Chair Morris read through the draft warrant articles. There were no questions on Articles 1-4. Articles 5-6 are still awaiting feedback. Once North Star has received input there will be subsequent Impact Fee articles and Article 6 can be completed once the question about which road standard is correct. Christine Watson asked whose responsibility is it to address the edits. The Town Administrator stated the Ordinance Review Committee is to be reviewing the edits but the Planning Board could answer the question about road standards. She felt that the Chair or Vice Chair of the Planning Board should be answering those questions. After some further discussion it was stated the written descriptions are correct and the diagrams are incorrect. John Bowdren had redone the diagrams but the old ones were still in the Land Use Ordinance book. North Star Planning must have the old ones. Ms. Watson gave a copy of the correct diagram to the Town Administrator. Selectperson Curry stated she would reach out to Matt Alteiri and North Star Planning to clarify. Chair Morris asked the Town Administrator if there were any other items that needed clarification. She stated the edits to the recreation impact fees need to be looked over. Ben Smith has been holding off editing the other 3 fees until he knows the edits are correct. The Ordinance Review Committee has not met to look them over. Selectperson Curry stated they will not meet until we've adopted a remote access policy. Chair Morris suggested the members of the Select Board meet at 6 pm Monday, January 3 to go over the edits. He asked the Town Administrator to reach out to the members of the Ordinance Review Committee for their input prior to the January 3 meeting.

- **Procedure for Office Closure**

Chair Morris stated there is an unwritten policy that if RSU5 closes the town office closes. This has been a standard practice dating back to when Scott Seaver was the Town Administrator. Selectperson O'Brien stated we should adopt a policy. The Town Administrator stated we had in 2020 and presented a copy of the Personnel Handbook.

- **Correspondence – Resident on Elmwood Road**

Chair Morris has been receiving emails from a resident on Elmwood Road, Janet Lynch. She has had someone driving by early in the morning and strenuously beeping their horn, garbage thrown in her driveway, game cameras stolen, deer left on property and her dog has been poisoned. Chair Morris suggested she purchase a personal security camera set up. The cameras may get a picture of the car. Selectperson O'Brien asked if the Sheriffs Department can help? Chair Morris said the Sheriff stated beeping a horn while moving is not a violation. Game Wardens couldn't determine if the deer was dragged there or died there, game cameras are stolen all the time so he's not really sure what we can do about it. Selectperson Curry stated although she feels for the residents it's an enforcement issue and not sure what we can do. Ginny Giddinge stated she holds events at her house and these issues could be from participants. Chair Morris stated the game cameras were stolen from the back of her property so unless the attendees were walking through the woods, they wouldn't have known they were there.

VII. Old Business

- **Closing Map 6 Lot 17 – Completed**
- **Board of Appeals Documents**

The Town Administrator sent the revised documents to Mr. Kendall to submit to MMA legal. She got a response that they are reviewing but has not heard back. They could be running on low staff during the holidays. She will reach out in the next few days if there is no response. Item tabled until the January 10, 2022 Select Board meeting.

VIII. Correspondence

Selectperson O'Brien stated that Sheriff Kevin Joyce and Captain Kerry Joyce will be joining the workshop on January 6, 2022. Chair Morris asked if the other board members will be attending. Selectperson O'Brien stated we are all invited. He also stated the public is welcome to attend but at this workshop there will not be opportunity for public comment.

Chair Morris stated he will be having a meeting with the Freeport Town Manager date to be determined about police protection. Freeport is very short staffed.

IX. Any Other Business

The Town Administrator stated there is a free training offered by MMA on January 6 via ZOOM on the legislative process for clerks. This is a new training and would like to close the town office from 1-2:30 pm so both her and the deputy clerk can attend. Selectperson O'Brien stated to just put a sign up closed for training and when you will reopen.

XI. Adjournment

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

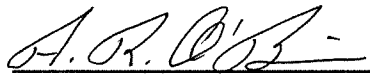
Discussion: None

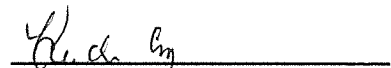
Vote: Yes 3; No 0

Meeting adjourned at 7:25 pm

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator


Jon Morris


Andy O'Brien


Heidi Curry