

**Town of Pownal
Select Board Agenda
Monday, October 15, 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

Fire Chief: Jesse Peters

II. Pledge of Allegiance

III. Accounts Payable Warrant & Payroll Journal

- **FY25 AP Warrant #10 in the amount of \$469,943.14.**

Selectperson O'Brien motioned to approve FY25 AP Warrant #10 in the amount of \$469,943.14. Selectperson Day seconded the motion.

Discussion: Selectperson O'Brien noted the bond payments were due.

Vote: Yes 3; No 0

- **Payroll Journal #154 in the amount of \$11,937.35.**

Selectperson O'Brien motioned to approve Payroll Journal #154 in the amount of \$11,937.35. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

IV. Minutes of the Previous Meeting

- **Regular Meeting September 23, 2024**
- **Executive Session October 2, 2024**

Selectperson O'Brien motioned to approve the regular meeting minutes of September 23, 2024 and the executive session minutes of October 2, 2024 as written. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

V. Public Comment – Non- Agenda Items

Guy Lebida introduced himself and stated he is hoping to be the next state representative and if elected any help Pownal needs he is available to work with us.

VI. Department Head Reports

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

- Select Board

Selectperson O'Brien mentioned he is pleased to say that the Pownal Fire Company is participating in Toys for Tots this year. There is a donation box at the store. There is a donation box at the Town Office lobby too.

VII. New Business

- **FY24 Audit and Adjustments**

The Town Administrator stated the adjustments are all standard adjustments to actuals, charging back the FY24 payables and adjusting the carry forward request for the grant. The Select Board will review.

- **Charge for Economic Development & Sustainability Committee**

Selectperson O'Brien stated he believes we should keep the current charge. It encompasses the broad range and duties for the committee.

- **Town Office Closure – November 5, 2024**

The Town Administrator stated we have a large election coming up. We are opening the polls at 7 am to capture people on the way to work and even out the evening rush. We are expecting 90% turnout. Voter registration is up, our voter list is now over 1600. We've issued over 200 absentee ballots. She is requesting the counter service be closed so staff can facilitate the election. Selectperson O'Brien motioned to close the counter for the election. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Chair Morris asked if we are all set for workers. The Town Administrator stated that the schedule is being finalized but we are in good shape. Chair Morris stated that typically the Select Board has a presence at the Presidential elections so they discussed when each would attend the election.

Chair Morris asked again how many registered voters. The Town Administrator stated when she put in 2 registrations it put the list at 1616 and we had more registrations come in after. Three years ago we were at 1400. It's a mix of inactive voters reactivating their registrations, new residents in town and newly turned 18-year-olds for the increase.

- **CEO Position & CEO Oaths – Tim Giddinge**

Chair Morris motioned to appoint Timothy Giddinge Code Enforcement Officer for the Town of Pownal starting 10/15/2024 to 6/30/2025. Selectperson O'Brien seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Chair Morris motioned to appoint Timothy Giddinge Town Electrical Inspector, Town Building Inspector, Town Plumbing Inspector and Town E-911 Officer for a term of 10/15/2024 to 6/30/2025.

Discussion: None

Vote: Yes 3; No 0

Chair Morris stated we have hired a Deputy Code Enforcement Officer, Mr. Bill Schmidt.

Susan Peters asked about the change. Chair Morris stated we did have one Code Enforcement Officer that could work 36 hours. These two appointees could only work part

of that time, so we split the hours up and invented a new position of Deputy CEO. So it's two employees doing 36 hours. No change to pay or benefits.

Chair Morris motioned to appoint William Schmidt as Deputy Code Enforcement Officer beginning 10/15/2024 to 6/30/2025. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- **Abandoned Tuttle Road**

Selectperson O'Brien stated he was contacted by Beth Smith from Bernstein Shur. She represents Tim and Emily Hoechst. They are under contract to purchase the property at 645 Hallowell Road. He read the email which stated they are researching the Tuttle Road which runs along the southernly boundary of the property to determine the legal status of the road. We sent it to our town attorney for guidance and her recommendation was to have her outline the steps to follow 23 M.R.S.A section 3028-A. Chair Morris feels the Board should have our attorney prepare the outline for the required steps. Selectperson Day asked if the attachment was able to be reviewed. It did not come through in the emails. Selectperson O'Brien has reviewed the attachment and will forward it to the Board.

- **Trash Bags – Hannaford & N. Yarmouth**

The Town Administrator stated you will notice the invoice is quite a bit different from the last one presented. After doing a bit more reviewing of previous email conversations they had stated it was only 60 bags and not cases. After a conversation with Hannaford, they had stated it was in error on their part and the invoice should only be \$87 and not \$17,000. We are still getting ACH deposits three months after ending the program. An ACH deposit is when remote sales are done through the grocery stores we get what's called an ACH deposit for those funds. Dan, the Chair of the Solid Waste Committee, has visited the stores and confirmed they are not out for sale anymore. The deposit was only \$500 in August but back to \$3000 in September. The other piece is both Dan and I reached out to Casella and North Yarmouth about selling the bags to them. Casella would be fine with it, but N. Yarmouth has installed the A.I. technology which would require a program rewrite. N. Yarmouth was afraid the different color bag would be confusing to residents, so they kindly declined our offer but thanked us for thinking of them. Selectperson O'Brien stated some of the deposits could be late payments getting caught up. Chair Morris asked where we were accepting the funds too. The Town Administrator is posting them to the bag sale revenue line, and it will show as excess revenue in next year's audit. Selectperson O'Brien motioned to approve the \$87 invoice to Hannaford. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Chair Morris asked how many bags we had. The answer is 76 cases of large. The Solid Waste Committee still has the proposal to put a bin out and let residents take them for free. We can put a bin out during the election as well. We will ask the Solid Waste Committee to put together a flyer.

- **Security System Update**

Selectperson O'Brien had Josh Waite from Cunningham Security come in and look at our system that is currently with Seacoast Security. They will match the current monitoring costs but there is a purchase price to inspect and transfer the system over. The total cost is \$676.06. They can start anytime we approve. Chair Morris asked if we had a budget line to fund the change. Selectperson O'Brien stated it could be ARPA money as we need to secure the new offices. Selectperson O'Brien motioned to include this in the upgrade of the office spaces to secure them and move our monitoring system to Cunningham Security. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Chair Morris asked the status of the new offices. Matt has moved in and Tom can move in anytime.

- **Personnel Policy Edits**

Chair Morris stated we had a situation where we needed to amend or change some of the conditions of the personnel policy. Chair Morris motioned to amend the personnel policy to include creating a Code Enforcement that is part-time but receives benefits at the level 1 compensation. Selectperson O'Brien stated we need to put some kind of disclaimer in the front of the policy under the purpose that we reserve the right to negotiate with parties on a case-by-case basis or something like that. The Town Administrator stated what she has seen in others is wording similar to the Select Board reserves the right to make exception to the policy on a case-by-case basis. That way you do not need to redefine the policy but can make exceptions when needed to attract talent. Then you can put together a package if you need to deviate from the Level I, II or III. Chair Morris stated to add to the purpose to make exception on a case-by-case basis. Selectperson O'Brien stated that should go under enforcement. The Town Administrator stated that might be the best section to add it to.

With the revision to the motion Selectperson O'Brien seconded.

Discussion: Selectperson Day asked how this will affect current and future positions. Chair Morris stated it gives the Select Board more flexibility when negotiating with potential employees for benefits. Selectperson O'Brien stated Yarmouth Public Works has 9 positions and only 4 are filled and we are coming into winter. And they are on a contract so they have no flexibility. Chair Morris stated the fire department has a good roster and the road department is well filled. We are fortunate and that comes from being flexible.

Vote: Yes 3; No 0

Chair Morris stated he has a copy of the Future Facilities report. The Town Administrator stated it is not an agenda item tonight, but the Future Facilities Committee stated they would be happy to sit down with everybody to go over it. We could not coordinate to get everyone together for this meeting. Selectperson O'Brien stated at a future meeting he believes Port City will attend to speak about the report. We will also need to appoint another committee. This will be added to the next meeting agenda to discuss the next steps.

Chair Morris asked about the sign. The Town Administrator stated the electrical part needs to be hooked up and we are waiting to hear when that will be. The posts will also be painted white in the spring for better visibility.

Selectperson O'Brien stated once we finalize the office renovations, we will have some funds left over. We will need to put that on the warrant for June. The Town Administrator stated in June we allocated \$60,000 of the ARPA funds for renovations at Mallett Hall. We are under budget. You can still use the money for renovations at Mallett Hall, but you will want to have a warrant article next June stating what you are spending it on. When I reported to ARPA I stated the money was being spent on renovations at Mallett Hall. You just need a final figure which I will have after the next warrant. Chair Morris stated we should have the Mallett Hall Committee discuss that. The Town Administrator stated we will also be a part of the resiliency grant program which opens us up to grants for things like heat pumps and lighting. And if we partner with another town on a grant project, we can get more money.

VIII. Old Business

Chair Morris asked for an update on the generator at the North Station. Chief Peters stated everything is ready to move. As soon as the electrician has some free time it will be moved, and the Road Commissioner will bring in some gravel.

Selectperson O'Brien stated Allen Road did not get picked up. They did come back over the weekend.

Selectperson Day stated Pownal Pumpkinfest seemed to be well attended and went well.

IX. Correspondence

X. Any Other Business

XI. Executive Session 1 M.R.S.A 405 (6)(A) Personnel Matters

Chair Morris motioned to enter into the executive session 1 M.R.S.A 406 (6)(A) Personnel Matters. Selectperson O'Brien seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Chair Morris motioned to exit the executive session at 7:40 pm. Selectperson O'Brien seconded the motion.

Discussion: None

Vote: Yes 3; No 0

XII. Adjournment

Chair Morris motioned to adjourn the meeting. Selectperson O'Brien seconded the motion.

Discussion: None

Vote: Yes 3; No 0

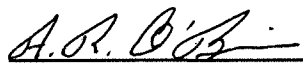
The meeting adjourned at 7:40 pm.

Respectfully submitted,

Becky Taylor-Chase

Town Administrator


Jon Morris


Andy O'Brien

Kate Day