

Town of Pownal
Select Board Agenda
Monday, July 24, 2023, 6:00 pm
Executive Session & Regular Meeting

I. Call to Order by Chair Morris at 6:00 pm.

Members Present: Jon Morris, Andy O'Brien, Kate Day

Town Administrator: Becky Taylor-Chase

Road Commissioner: Matt Nielsen

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

Chair Morris motioned to enter Executive Session. Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

Chair Morris motioned to exit the Executive Session. Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

III. Pledge of Allegiance

IV. Accounts Payable & Payroll Warrant

- **FY23 AP Warrant #1 in the amount of \$311,474.43.**

Selectperson O'Brien motioned to pay FY23 AP Warrant #1 in the amount of \$311,474.43.

Chair Morris seconded.

Discussion: None

Vote: Yes 3; No 0

- **FY24 AP Warrant #2 in the amount of \$57,528.14.**

Selectperson O'Brien motioned to pay FY24 AP Warrant #2 in the amount of \$57,528.14. Chair Morris seconded.

Discussion: None

Vote: Yes 3; No 0

- **Payroll Journal #12 in the amount of \$8,010.59.**

Selectperson O'Brien motioned to pay Payroll Journal #12 in the amount of \$8,010.59. Chair Morris seconded.

Discussion: None

Vote: Yes 3; No 0

VII. Minutes of Previous Meeting

- **July 10, 2023 Regular Meeting**

Selectperson O'Brien motioned to approve the minutes of the June 26, 2023 regular meeting as written. Chair Morris seconded.

Discussion: None

Vote: Yes 2; No 0; Abstain 1

- **June 26, 2023 Annual Town Meeting Minutes**

Selectperson O'Brien motioned to approve the minutes of the June 26, 2023 Annual Town Meeting as written. Chair Morris seconded.

Discussion: None

Vote: Yes 2; No 0; Abstain 1

VIII. Public Comment – Non-Agenda Items

Paul Schumann made an observation that it's difficult for the public to know when to show up to the meeting not knowing when it begins with an executive session. Susan Briggs Peters had the same observation.

IX. Department Head Reports

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

- **Select Board**

X. New Business

- **Elect the Chair**

Selectperson O'Brien nominated Jon Morris to be the Chair. Chair Morris seconded.

Discussion: None

Vote: Yes 2; No 0; Abstain 1

- **Future Facilities Committee Contract**

The Town Administrator had the town attorney review. She had some feedback which has been communicated to the Chair of the Future Facilities Committees and to Port City Architects. The feedback from the attorney was to make sure the Town was named as additionally insured under the motor vehicle insurance. To change ownership of the documents to the Town and to either strike the non-disclosure clause or add the language "except as otherwise required by law." We are currently waiting for a response from Port City Architect. Selectperson O'Brien summarized the project and the RFP done earlier this year for Selectperson Day. Chair Morris motioned to table. Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

Bo Chesney asked if it is the intent to have the contract signed/approved at the next Select Board meeting? This is the intent provided we hear back with the edits prior to the meeting.

- **Carry Forward Requests**

Chief Peters submitted a written request (see attached) which Chair Morris read. Chair Morris made an observation stating was a contract signed? This is a special exception as the Fire Chief did not have time to request additional funds in the upcoming budget year to cover these expenses. Selectperson O'Brien felt that the acceptance of a job application would be the contract. Chair Morris commented that as part of our personnel policy the Town agrees to train and outfit the employees. Bo Chesney asked if the applications were in prior to the Town Meeting. It was answered yes, these came in the end of May and early June. Mr. Chesney felt it did not quite fit the contract requirements and that a special exception should have come before the town at the Town Meeting. Chair Morris said that when we accept the application, we accept responsibility. Paul Schumann commented that the department head made a decision to assume obligations. The department head could have delayed acceptance until July 1 or for 30 days. Selectperson O'Brien stated the funds were not in the FY24 budget for the additional fire fighters. Mr. Schumann commented that it was not budgeted but we are still doing it. Chair Morris stated this is an unusual situation. Selectperson O'Brien stated the department has been hungry for manpower so they are grateful. Mr. Schumann commented

that somebody wants to fund it with FY23 money because it was not budgeted for FY24. Selectperson O'Brien motioned to make the exception and approve the carry forward request. Chair Morris seconded.

Discussion: None

Vote: Yes 3; No 0

Mr. Schumann asked how the Select Board is handling the carry forward request for the Economic Development & Sustainability Committee? The Select Board should be making the request. Selectperson O'Brien motioned to carry forward the \$25,000 from FY23. There is a signed contract with GPCOG. Chair Morris seconded.

Discussion: None

Vote: Yes 3; No 0

- **Board and Committee Appointments**

Chair Morris briefly summarized the process. Each year all appointments are reviewed in an Executive Session and the Select Board then motions for appointments. Chair Morris motioned to appoint all members as presented and read the list (see attached). Selectperson O'Brien seconded.

Discussion: Liaisons were reviewed as well.

Vote: Yes 3; No 0

- **Volunteer Form**

Chair Morris stated we have a volunteer form from Paul Oppenheim for the Economic Development & Sustainability Committee. Susan Peters commented that we are at a critical point of getting the project going so it's not a great time to bring in new members. We may need people in the future. Chair Morris stated there are only three committee members; is that enough. Mrs. Peters said there are four. The Town Administrator had received an email from Pat Hodgdon stating she was resigning effective June 30, 2023 so that left the committee with three members. Mrs. Peters thought she was still interested and will contact her to confirm. Mr. Schumann commented that going forward with what Susan said as soon as we get a bit forward, we may need more people. Chair Morris asked if this would be a good time for him to join and observe? Mrs. Peters would rather not have a new person. Mr. Chesney commented that it's always uncertain about volunteers. We have someone willing to serve. Maybe express the concerns to the potential volunteer and let him know he would be needed in the future. Mr. Schumann said the committee is evaluating next steps in a few months and then will be looking for more members. Chair Morris stated it's very rare to table a volunteer. Mrs. Peters asked if they could be a non-voting member? Chair Morris asked why she would want to do that. She answered that she was concerned not knowing the person. Chair Morris motioned to table the volunteer form. Selectperson O'Brien seconded. Selectperson Day asked if we table will we revisit the topic? Chair Morris stated yes. He will contact Mr. Oppenheim to discuss joining the committee.

- **Special Town Meeting Timeline**

The Town Administrator discussed a potential timeline for a Special Town Meeting. If it were set for December 11th that would still give the Planning Board 3 months for final edits. Mrs. Peters asked if there would be a vote regarding selling the land by our house. Chair Morris stated that issue has not come up.

- **Federal ARPA Grant**

The Town Administrator stated that we have until the end of 2024 to dedicate the funds so with a Special Town Meeting coming and the Annual Town Meeting next year these are our final opportunities to allocate the funds.

- **TIF Discussion**

Selectperson O'Brien summarized the Estabrook's project and stated it is about to break ground. We have an opportunity to TIF around that property. It protects the valuation from the school appropriation and allows us to use the funds towards infrastructure. There are 2 informal quotes from planning outfits that could help facilitate this. GPCOG is \$4500 and IOV Community Planning is \$2800. He recommends IOV Planning. Chair Morris asked where is the funding source for this work? Speaking with the Town Administrator it could fall under the Planning Board's budget. That is a good assumption. Selectperson Day asked for a breakdown on costs and timeline. Selectperson O'Brien will get that information. Chair Morris stated that going on the assumption that the TIF needs to be in place by April 1st we would need to have this ready by next year. Mr. Chesney asked if a TIF would need to come to Town Meeting? And if so, how does that work with a June Town Meeting? Chair Morris answered we would have the work done and ready and have the Town approve. We would like to have a memo of understanding with Estabrooks that this is pending approval at the Town Meeting. Mr. Schumann asked if he is correct that when we create a TIF we put restraints on how that is used so the general tax payer does not get a benefit. That suggests it needs approval at the Town Meeting. Mr. Chesney commented that TIFs can be incentivized and gives opportunities to do things they wouldn't be able to do. The Town does not need to provide incentives.

- **Browntail Moth Mitigation Program**

Chair Morris stated we were awarded \$16,000 to work on browntail moth mitigation. It is a reimbursement grant. We expend the funds and get reimbursed through the state. Mr. Chesney asked when do we expect to use the money. Chair Morris stated the grant outlines when but mostly late winter and early next spring. Mr. Schumann asked if this is a pass-through grant. Chair Morris it's a reimbursement grant. He has four arborists ready to collaborate and help. The Town Administrator commented that one approach would be to use general assistance funds to pay and reimburse that fund. Mr. Schumann stated that it sounds like a public assistance pass through. What happens if you spend the full amount. Mr. Chesney commented that it could be taken from the Undesignated Fund Balance at a special town meeting as a pass-through grant. This is transparent. Selectperson O'Brien agreed. Chair Morris stated this is a great opportunity and Bradbury Mountain wants to partner with us. Matt Nielsen commented that inspections will allow us to focus on certain heavily infested areas. Chair Morris felt that the Conservation Commission could oversee this. With the Select Boards permission he will reach out to Matt Welch. Both Selectperson O'Brien and Day agreed.

- **GPCOG Affordable Housing Grant**

Chair Morris stated there is a grant for affordable housing he would like the Select Board to consider. Affordable housing has been a part of our Comprehensive Plan. Definition of affordable housing has been different. With the Select Boards permission he would like to complete the application. The amount is \$500,000. He has not looked at the paperwork yet. Mr. Schumann asked that before a commitment is made could we get a real definition of what affordable housing is? It would be nice to know what we are investigating. Currently the

Village District planning has had no discussion yet on a housing district. Chair Morris stated this assessment could bring this topic forward.

XI. Old Business

None

XII. Correspondence

Selectperson O'Brien commented that it was a great Town Meeting. Chair Morris had the closest guess to attendance.

Selectperson O'Brien has received phone calls regarding missed trash pickups. Discussion focused on what time the trash needs to be out. The Town Administrator stated that Casella has finished designing the app that will allow residents to report a missed pick up or replace a trash bin by sending a message directly to Casella. We are going to test it to make sure it all works and then it will be available to the public. The app is free.

Chair Morris said he had been communicating with the Code Enforcement Officer about a proposal from the Royal River Conservation Trust. They are looking to purchase the Tenney Property. The CEO dealt with it professionally.

Mr. Chesney stated he and Patrick Christian had a ZOOM call with Senator King's office and has had correspondence with Pingree's office. He read his notes and commented that they have another call with Senator Collin's office and he will send a summary of the notes to the Select Board.

XIII. Any Other Business

None

XIV. Adjournment

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

Discussion: None

Vote: Yes 3; No 0

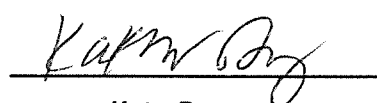
The meeting adjourned at 7:55 pm.



John Morris



Andy O'Brien



Kate Day



Memo

To: Town of Pownal Future Facilities Committee
From: Bo Chesney & Patrick Christian
Re: Notes on 6/22/23 Zoom with Senator King's office on CDS (Congressionally Directed Spending)
Participants: Cole Cerabona, DC Office, Point person for CDS in King's office
Gail Kezer, Portland Office, Cumberland County Representative in King's office
Patrick Christian and Bo Chesney, FFC

Notes from Call

- The application CDS cycle starts in January with a short 3-week window for applying.
- Applications are directed to congressional Subcommittees of different agencies based on prior conversations with Cerabona.
- Approval notification Sept-Dec.
- Application then needs to be completed for specific agency grant program they deem best fit
- Funding is 12-18 months after initial application, assuming Congress passes budget, etc.
- Funding can be for up to 80% of projects with match required by Town. Match needs to be in place at time of funding or it is lost. Town would need to match "subject to receipt of funds" ahead of time.
- Town can't start portion of overall project that CDS is targeted for prior to a receipt of funds. This means the project should be broken into segments that can be ongoing but that the specific "segment" the CDS is funding can't be started until funding is received. Funding can't be used to "reimburse" prior expenditures
- Pownal qualifies as "Rural" based on population.
- Likely best subcommittee will be "Agriculture, Rural Development, Food & Drug & Related Agencies".
- Fire Departments have good track record for approvals.
- Joint projects (Fire/Safety & Public Works) are a good candidate for CDS
- Separate applications should be made through all three congressional offices (King, Collins, Pingree). Each has slightly different applications, but basic information is the same. Timelines and approval processes are the same.
- Budgets in application should be as detailed as possible. More detail is better, reduces questions and need to go back for additional information.
- There will be post-grant follow-up filings due.
- Chesney threw out \$2-\$4 million as range for project. Was told \$4 million was on the high side
- King's CDS website to monitor is <https://www.king.senate.gov/cds>
- Gail Kezer provided email introduction to counterparts in Collins' office (Hawlsey Frank who John Libby has already spoken with) and Pingree's office (Sarah Lawrence).

Takeaways

- The process will be long and time-consuming.
- Multiple applications with multiple offices and agencies will take a lot of coordination on Pownal's part
- Project details need to be nailed down prior to applications.
- Funding in Spring 2025 will need to be applied for January 2024. Applications need to be ready to go prior to that so Fall 2023 project details will need to be known.
 - Is this realistic?



Contact Information

- Senator King's Office

Cole Cerabona - CDS Coordinator

Archivist | Office of Senator Angus S. King, Jr., Maine

133 Hart Senate Office Building | Washington, D.C. 20510

Desk: 202-224-3850 | Cell: 202-316-4971 | Cole_Cerabona@king.senate.gov

Gail V. Kezer

Regional Representative | U.S. Senator Angus S. King, Jr., Maine

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Office: 207-245-1565 | Gail_Kezer@king.senate.gov

- Senator Collins' Office

- **Halsey Frank** - halsey_frank@collins.senate.gov

- Congresswoman Pingree's Office

- **Sarah Lawrence** - sarah.lawrence@mail.house.gov



Budget Committee	Conservation Commission	Planning Board
Alan "Bo" Chesney	Angela King-Horne	Orion Breen 6/30/2027
Brian Stornelli	Matthew Welch	
Gennifer Giuliano	Richard Hogue	BOA
Donna Watson	Janet Lynch	Richard Hogue 2026
Matthew Roy	Wellens King	Phillip Wentworth 2026
Jenna Shue		
CIP		
Jan Pieter van Voorst Van Beest		
Paul Schumann		
Rodney Richard	Recreation Committee	
	Kathy Hogue	
	Ansley Newton	
Ordinance Review Committee	Heidi Richards	
No Appointments	Coren Wheeler	
	Courtney Hardwick	
	Ginifir Giddinge	
	Economic Development & Sustainability Committee	
Solid Waste & Recycling	Susan Briggs Peters	
Heidi Richards	John Libby	
Lesley Taisey	Paul Schumann	
Will Johnston		
	Future Facilities Committee	
Mallet Hall Building & Grounds	Patrick Christian	
Jan Pieter van Voorst Van Beest	Mike Pascarella	
Kathy Hogue	Jesse Peters	
Doris Blackstone	Matthew Nielsen	
Marie Wendt	Paul Giddinge	
Robin Hodsdon Morin	Paul Schumann	
Alice Kirkpatrick	Richard Hogue	
	Kathy Hogue	
	Susan Briggs Peters	
	John Libby	
	Alan " Bo" Chesney	
	Pat Fairbanks	

