

**Town of Pownal
Select Board Agenda
Monday, March 28, 2022**

I. Call to Order-In Person Meeting

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

AP Warrant # in the amount of \$

Payroll Journal # in the amount of \$

III. Minutes of Previous Meetings

- Minutes of Regular Meeting March 14, 2022

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

- Budget Presentations: Public Safety, PCWA, Cemetery
- Comprehensive Plan Report/Updates
- Unexpended Balances
- Merrill Rd Performance Bond/Letter of Credit
- Recreation Committee Appointments

VII. Old Business

VIII. Correspondence

IX. Any Other Business

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

XI. Adjournment

Town Administrator Report
March 28, 2022

March 14 was spent submitting payroll, finalizing the budget presentations and preparing for the meeting. The counter was extremely busy being the day before 3rd quarter taxes. I provided phone and counter support throughout the day.

March 15 again was busy with tax payments so I provided phone and counter support. With the June 14th election now underway, we spent time completing the programming documents and preparing the absentee application binder. I started to reconcile the February checkbook statement.

March 16 both the Deputy Clerk and myself attended the Records Management ZOOM training. I kept the counter open and covered it during the training. I provided budget support to both the Road Commissioner and Fire Chief and finished reconciling the checkbook statement.

March 17, we attended the second part of the Records Management Training. Again, I covered the counter. I provided budget support to the Road Commissioner and support to the Planning Board secretary during the afternoon.

March 18, I attended a meeting in Cumberland to discuss the possibility of a regional trash collection with 4 other towns.

March 21 was spent catching up on many administrative tasks: payroll, website postings, budget information to department heads, typing select board meeting minutes. We lost power and internet during the morning and were unable to process any counter transactions. After a call to our internet provider, we were estimated restoration at 1 pm but we were back online at noon. I took an afternoon training with Election Systems and Software on their new online portal. This will allow us to do all ballot preparation, ordering and memory stick coding online rather than email and fax. Selectperson O'Brien and myself had a conference call with the town attorney regarding Map 8, Lot 9.

March 22, I prepared for the Budget Committee meeting, worked with the Assessor on FY23 revenues regarding Homestead and Veterans reimbursement and worked on the April Reminders from Town Hall email. I continued work on the Annual Report and the draft outline for the June Town Meeting Warrant.

March 23, I met with Kathy Hogue to discuss the upcoming Open House event and to brainstorm ways to reach residents that do not have access to technology as tasked in the Comprehensive Plan "Increase Public Participation).

March 24, I attended a training on the National Incident Management System. This is required if the town wished to apply and receive certain Federal Funds in the future. I finalized the agenda for the upcoming Select Board meeting during the afternoon and started to prepare the supporting documents.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator