

Town of Pownal
Public Hearing & Select Board Agenda
Monday, May 23, 2022 6:00 pm

I. Public Hearing: Planning Board Ordinances

II. Public Hearing: Town Meeting Warrant

III. Call to Order

IV. Pledge of Allegiance

V. 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 May 23, 2022
- Minutes of Regular Meeting May 31, 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

- Town Meeting Warrant – General Government Budget Recommendation
- Comprehensive Plan Report/Updates
- Oaths
- Ordinance Review Committee

VII. Old Business

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

Town Administrator Report
June 6, 2022

The last two weeks have been busy preparing for the upcoming election and working on the town meeting warrant. May 23, I spent much of the day preparing for the 2 public hearings that evening and Select Board meeting that followed. The deputy clerk was not in so I also covered the counter and phones. May 24, we prepared for the upcoming Tri-Town Meeting for the RSU5 Budget warrant and continued work on the election. I was out of the office on May 25 and worked from home on May 26. I edited the warrant and narratives after the feedback received at the public hearing, completed and sent the monthly email and started to type the public hearing notes and Select Board meeting minutes.

The office was closed on Memorial Day so Tuesday, May 31 was busy at the counter during the morning. The deputy clerk processed payroll in the morning and I covered the counter so she could complete the task from start to finish. I worked on preparing the test materials for us to complete the machine testing required by the state for the upcoming election and preparing the tally sheets for the Municipal part of the election. On Tuesday, June 1 we had our elevator fire testing completed. I attended a vendor call about our new phone installation. That is scheduled for June 16. We worked and completed testing the ballot machines. Our focus on the afternoon was planning and preparing for the upcoming election.

I spent the better part of Thursday morning, June 2, completed the annual report and typing the minutes from the previous weeks public hearings and Select Board meeting. The final first draft of the annual report is complete and after review I will send it to the printer by the end of next week. A big thank you to Kathy Hogue for formatting and doing the bulk of the work on our June town mailer. With her help I was able to send that to the printer. I plan to spend time on Friday, June 3, writing procedures and instructions for election and TRIO transactions in preparation of my absence.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator