

**Town of Pownal
Select Board Agenda
Monday, November 28, 2022 6:30 pm
Regular Meeting**

I. Call to Order

II. Pledge of Allegiance

III. Workshop: Form of Government

IV. Accounts Payable & Payroll Warrant

- AP Warrant # in the amount of \$.
- Payroll Journal # in the amount of \$.

III. Minutes of Previous Meeting

- November 14, 2022
- November 21, 2022 Executive Session

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

- Oaths: Mercedes Pour-Previti & Donna Watson
- Update Elevator/Generator Repair
- Extrication Equipment
- Set 1st Budget Meeting

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
November 28, 2022

We continue to work on the post-election activities which include reconciling the absentee ballots and entering the voter registration cards completed on election day. In the coming weeks we will assign voter participation history to those that cast ballots on election day.

Over the past couple of weeks, I've continued work on the ARPA project meeting with 2 Elevator companies and obtaining quotes to satisfy the grant requirements. I have reached out to 2 other acoustic companies to obtain quotes and am working on one more quote for IT. Once those are submitted the County will make their decisions and we can then schedule the work.

I also worked on the following:

- Cleaned the Planning Board side of the website up
- Worked on building the town calendar on the website
- Uploaded the new town maps to the website
- Redesigned and drafted the monthly email
- Reconciled the checkbook
- HR tasks (working with Bangor Payroll regarding the 401k/a, CEO interviews, employee paperwork updating)
- Took an MMA Online University Training
- Submitted and continued work on the insurance claim for the Elevator and Generator

In the coming weeks I will continue work on the ARPA project and start to draft the FY24 budget for the upcoming budget cycle.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator