

Town of Pownal
Select Board Workshop Agenda
Monday, January 30, 2023 5:30 pm
Workshop

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

Board Members: Jon Morris, Andy O'Brien, Heidi Cushman Curry

Town Administrator: Becky Taylor-Chase

II. **Pledge of Allegiance**

III. **Workshop**

a. **Victualers License Ordinance**

This ordinance was considered before but was removed from the 2021 Town Warrant. Selectperson O'Brien stated that a resident sent it to their attorney and the feedback was several edits so the ordinance was tabled. He forwarded the email to the Town Administrator's email. Copies were printed and presented to the Board members. It consisted of a letter from Bernstein Shur along with a red lined edited version of the ordinance. The Select Board will review the document and discuss further at the next workshop. Chair Morris asked that it be placed up on the website.

b. **Air BnB Ordinance**

Chair Morris stated we have several of these in town and should we consider an ordinance. Selectperson Curry stated these could be called Short Term Rentals and we need to consider something so there are eyes on it. Chair Morris stated we can look at Freeport and South Portland's ordinance. Short Term Rentals have stipulations. Selectperson Curry commented that we could have them be owner occupied. They would be registered under a home occupation. The Town Administrator will gather ordinances and the topic will be discussed at the next workshop.

c. **Senior Property Tax Ordinance**

The Town Administrator added one small edit allowing homeowner's to have the payment they are awarded directly paid to their taxes rather than sending a check for them to come back to the office to pay on the taxes. This is a small clerical edit that will save the office and resident time. All were in favor of presenting this edit.

Chair Morris asked if there were any other ordinances we should look at. Selectperson O'Brien stated the noise ordinance. Selectperson Curry felt it needed to be corrected but is unsure where the Planning Board stands. It was suggested to look at other town's (Freeport, Yarmouth) for examples and will discuss at the next workshop.

Chair Morris stated another one that has been considered in the past was a maintenance ordinance in relation to peoples yards. Selectperson O'Brien felt there were enough ordinances for them to work on at this point and to consider this one in the future.

X. **Any Other Business**

XI. **Adjournment** the workshop adjourned at 6:26 pm.

Town of Pownal
Select Board & Budget Committee Agenda
Monday, January 30, 2023 6:30 pm
Regular Meeting

I. Call to Order at 6:30 pm by Chair Morris

Board Members: Jon Morris, Andy O'Brien, Heidi Cushman Curry
Town Administrator: Becky Taylor-Chase
Road Commissioner: Matt Nielsen
Fire Chief: Jesse Peters

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

- **AP Warrant #18 in the amount of \$312,102.53.**

Selectperson O'Brien motioned to pay AP Warrant #18 in the amount of \$312,102.53.

Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

- **Payroll Journal #196 in the amount of \$11,629.55.**

Selectperson O'Brien motioned to pay Payroll Journal #196 in the amount of \$11,629.55.

Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

IV. Minutes of Previous Meeting

- **January 9, 2023**

Selectperson Curry motioned to accept the minutes of January 9, 2023 as written. Selectperson O'Brien seconded.

Discussion: None

Vote: Yes 3; No 0

IV. Public Comment – Non-Agenda Items

Kathy Hogue asked about the email she had sent to the Select Board about the insurance piece. She talked with MMA about the TULIP policy and wanted to make sure it was okay to offer people as an alternative if they cannot get a rider on their homeowners insurance.

Selectperson O'Brien asked how much coverage is the TULIP policy? Mrs. Hogue stated half a million dollars. The Select Board agreed on one million. Selectperson Curry stated people can buy a standalone policy. Chair Morris stated it sounds like no, they cannot use the TULIP policy. Mrs. Hogue reviewed the policy and corrected that it is a million dollar policy. Selectperson O'Brien stated then it's okay to use.

Mrs. Hogue commented that there are supplies she would like to purchase for the 2023 Pumpkin Festival. Should she have the Town Administrator use the town credit card or should she purchase and ask for reimbursement from the Recreation Budget. Chair Morris will review the purchasing policy and respond.

VI. Department Head Reports – Submitted Electronically

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

- **Select Board**

Nothing new to report.

VII. New Business

- **Chipman Property**

Selectperson O'Brien stated from the Estabrook's property he noticed a building being built on the banks of the river. There have been no permits taken out. Sam Chipman responded the building was originally going to be a storage shed. It was a project started in 2019 by his father and they have been adding to the structure. Selectperson O'Brien stated it does need a permit and may fall within shoreland zoning. Mr. Chipman stated it does not fall within shoreland zoning. There were many surveys completed and the septic design is for the same area. Selectperson O'Brien stated there is also a grave marker on the property. Mr. Chipman asked how this was seen. Selectperson O'Brien stated he saw it from the Estabrook's property when hunting. Mr. Chipman felt it could not be seen through the trees from that viewpoint. He talked to the town about stipulations with a private burial ground and was given information about the side and the boundary markers. He could not remember who he spoke to about that. Chair Morris stated it needs to be registered on the deed. He suggested talking to the Code Enforcement Officer to get a permit for the building. There is no attempt from the town to pry but it is the Select Board's responsibility to address these types of items. Mr. Chipman asked about the progress with the Estabrook's project. Flag marker are being placed on his property line and there is significant trash being left there. He is not sure where it is coming from. It was suggested he have the CEO look at that as well. Selectperson O'Brien said they are still waiting on DEP permits to proceed with the project.

- **Budget Presentations**

- **General Government**
- **Mallett Hall**
- **Human Services**
- **Planning Board**

General Government

Becky Taylor-Chase presented each line of the budget by category and explained in detail any variances – positive or negative – for the 2024 requested budget compared to 2023.

- **Professional Services** – Increased legal costs are due to increase fees charged. There are no specific new legal issues anticipated. Tax maps are now available on the Town of Pownal website through the Parcel Viewer program, reduction in that line is due to the program being paid for. *No changes were recommended.*
- **General Government** – Anticipating a small increase in normal Property and Casualty cost. *No changes were recommended.*
- **Professional Services** – Flat to 2023. Chair Morris noted that the Capital Improvements budget should include a plan to replace computers as needed over time for all departments. *No changes recommended.*
- **Supplies** – Flat to 2023. *No changes were recommended.*
- **Town Expenses** – CEO (Code Enforcement Officer) cell phone service cost has been added to the budget for 2023 – so that the next CEO will not have to use a personal cell phone, and to ensure that as CEOs change there is a smooth transition for the public. The CEO will be able to have calls forwarded from the office phone to the cell phone to help ensure no calls or messages are missed regardless of the number called. *No changes were recommended.*
- **Utilities** – *No changes were recommended.*

- ACO – *No changes were recommended.*

Planning Board – Brian Stornelli, also a member of the Planning Board presented this section on behalf of the board.

- Subdivision Review - There was agreement that the pre-application process created and managed by North Star to streamline subdivision requests has been very helpful, has professionalized the process, and is, helping the Planning Board avoid rework and save time.
- Ordinance Review – The Planning Board recommended a reduction in the budget for North Star’s ordinance review services in 2024 following a major recodification project of the Pownal Zoning Ordinances in FY2022 and remaining funds in the FY2023 budget. This recommendation was based on the Planning Board’s knowledge of the remaining scope of identified ordinance revisions, which they estimated to be less than the prior two years.

Selectperson Heidi Cushman Curry requested that the budget not be reduced and remain at 2023 levels for now. She raised a concern that the full scope of work on the original list of ordinances prioritized by the Select Board and communicated to North Star at the time the firm was hired was not progressing at an acceptable rate. Brian Stornelli noted that the full scope of work the Select Board referenced may be larger than the list of ordinances in focus for the Planning Board. Chair Morris added that that the Select Board will need to do a performance review with North Star. The Select Board will work with North Star to reconcile the original priorities against work completed and size up the work remaining and a completion timeline before determining next steps.

Selectperson Curry also raised the prospect of eventually creating a town planner position which would allow future ordinance work to be done in-house and would benefit the town in other important ways. Selectperson Andy O’Brien agreed that the work of exploring a town planner position needs to be prioritized by the Select Board. Gennifer Giuliano asked about the role of a town planner and the capacity of that person to take on the ordinance work without help from an outside consultant. Selectperson Curry commented that the Select Board’s vision of a town planner role would include an expectation that ordinance work would move faster and be fully aligned with the Town’s stated mission of keeping Pownal rural. Chair Chesney added that in considering the work of the Future Facilities Committee there is an opportunity to think broadly about what a town planner can do for Pownal and how work can be integrated. The Select Board agreed that the discussion about creating a town planner position is complex and should proceed separately from the budget process.

It was agreed that Brian Stornelli would update the Planning Board on the discussion and that the budget line will be revisited following discussions with North Star.

Mallet Hall

Becky Taylor-Chase presented each line of the budget by category and explained in detail any variances – positive or negative – for the 2024 requested budget compared to 2023.

- Maintenance and Professional Services – Janitorial rates for the cleaning of Mallet Hall have increased. Furnace repair is an estimate. Painting cost is estimated for the front section of Mallet Hall – the plan is to paint one side of the building each year. *No changes were recommended.*
- Life Safety and Professional Services – It was noted that the increase shown in the Alarm servicing line is not a net increase in the overall town budget just a change in where the expense will be housed. *Brian Stornelli suggested that based on historical actual expense, perhaps the Fire Exit and Sprinkler testing budgets could be reduced for 2024.*
- Utilities – estimated based on anticipated rate increases. *No changes were recommended.*

- Town Expenses – *No changes were recommended.*

Human Services

Becky Taylor-Chase presented each line of the budget by category and explained in detail any variances – positive or negative – for the 2024 requested budget compared to 2023.

- There were no changes in the budget requests from 2023 to 2024.

- **Personnel Policy Edits**

- **Comp Time**

The Town Administrator presented an edited version bringing the policy in alignment with Fair Labor Standard Act and increasing the accrual to 81 hours. She also took language from the vacation section about when it can be used and added it. Selectperson O’Brien motioned to accept the edits to section 506 Compensatory Time in the Personnel Policy. Selectperson Curry seconded.

Discussion: None

Vote: Yes 3; No 0

- **PTO**

The Town Administrator stated she had edited the accumulation changing it from days to hours since standard work days are different across two departments. She took feedback from the previous workshop and came up with an edit capping accrual at 480 hours which is 12 weeks. This coincides with the Family Medical Leave Act. She also added an edit for a tiered payout should an employee leave the town in good standing. This replaces the previous language where PTO was 100% paid out. Selectperson Curry motioned to amend the PTO schedule as written. Selectperson O’Brien seconded.

Discussion: None

Vote: Yes 3; No 0

- **Solid Waste Contract**

The Town Administrator met with 2 Casella representatives to talk about changes in the upcoming contract. In 2024 they will be going to automation so residents will have to have specialized “carts” for trash and recycling. The contracts are now 5 years rather than 3 years. They are developing an app for residents so missed pick-ups, route cancellations and replacement carts can be communicated directly to Casella. I have asked them to put together contracts where they purchase the carts and maintain them and a proposal where the town would purchase and maintain them. Chair Morris commented that this also eliminates the Pay As You Throw program. Unfortunately, there is just no one out there besides Casella that is doing municipal trash. Chief Peters asked about the possibility of a transfer station. Matt Nielsen asked if there was a smaller company out there. Selectperson O’Brien stated he had talked to a couple smaller outfits but they were not interested. The Town Administrator stated these were all questions that led to talks of regionalization but that has been tabled until 2027 due to interested towns having to re-sign 5-year contracts.

- **RFP for Future Facilities Committee**

The Select Board has not received a copy of the RFP. Kathy Hogue stated that Toni Mark sent out a draft copy. Selectperson O’Brien stated it only went to the committee and not the Select

Board. Mrs. Hogue said the February 1 release date will probably not work. The Select Board has tabled this until the next meeting.

VIII. Old Business

None

VIII. Correspondence

Selectperson O'Brien has contacted the Road Commissioner in Peru. Their garage and all their equipment burned the previous week. He offered use of the Sterling to them to get them through the winter. Matt Nielsen stated as long as they insure it and are liable for damages, mechanical etc. He wants to be sure it is clear they are responsible for maintaining. Selectperson Curry agrees as long as the liability rest with Peru. The Board is in agreement to let them use the Sterling is they chose to accept the offer.

X. Any Other Business

None

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

Chair Morris motioned to enter into Executive Session per 1 M.R.S A 405 (6)(A) Personnel Matters at 8:19 pm. Selectperson O'Brien seconded.

Chair Morris motioned to exit Executive Session at 8:54 pm. Selectperson O'Brien seconded.

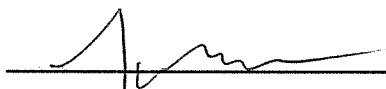
XII. Adjournment

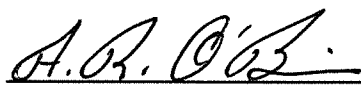
Selectperson O'Brien motioned to adjourn the meeting at 8:54 pm. Selectperson Curry Seconded.

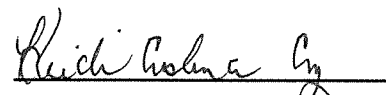
Discussion: None

Vote: Yes 3; No 0

The meeting adjourned at 8:54 pm


Jon Morris


Andy O'Brien


Heidi Cushman Curry