

**Town of Pownal**  
**Select Board & Budget Committee Agenda**  
**Monday, March 13, 2023 5:30 pm**  
**Public Hearing, Workshop & Regular Meeting**

- I. Call to Order
  - II. Enter Executive Session per 1 M.R.S.A 405 (6) (A) Personnel Matters
  - III. Public Hearing: General Assistance Ordinance
  - IV. Workshop
    - a. Air BnB/Short Term Rentals Ordinance
    - b. Victualer's Ordinance
    - c. Noise Ordinance
  - V. Pledge of Allegiance
  - VI. Accounts Payable & Payroll Warrant
    - AP Warrant # in the amount of \$.
    - Payroll Journal # in the amount of \$ .
  - VI. Minutes of Previous Meeting
    - February 27, 2023 Meeting and Workshop
    - March 6, 2023 Executive Session
  - VII. Public Comment – Non-Agenda Items
- Good**
- (Department head reports can be viewed on their respective website page(s))
- **Select Board**
- IX. New Business
    - General Assistance Ordinance Adoption
    - Warrant Articles
    - Real Estate Request Form – Rick Storey
    - Economic Development & Sustainability Committee RFP
  - X. Old Business
  - XI. Correspondence
  - XII. Any Other Business
  - XIII. Adjournment

**Town Administrator Report**  
**March 13, 2023**

The office traffic has increased as the 3<sup>rd</sup> quarter tax payment due date approaches. We are also processing the large escrow files that have been received. The final presentations of the budgets have wrapped up and my focus has started to shift towards the draft warrant. We have processed some Keep Cumberland County Warm applications and these have taken a fair amount of time to fulfill all the requirements dictated by the County. The Elevator is almost complete. The servicing company is waiting on the final parts to complete the project. They have had the elevator working properly but it is not yet in service until they complete this final piece. Supply chain issues have delayed this a bit.

The Fire Chief attended a First Amendment Audit webinar a couple weeks ago and he sent me the video link. I have watched it and started to do some in-house training on this subject so town staff knows how to respond in the event we have one of these audits. Department heads have also worked on proper signage to the private areas of the different municipal buildings.

Among the regular office tasks such as payroll and AP warrant processing these are some of the other tasks I've focused on over the last two weeks:

- Attended the Budget Committee Meeting
- Attended the Economic Development and Sustainability Committee Meeting
- Reconciled the checking account
- Website posting
- Attended the tours of the Fire Stations
- Completed the set up for the Grey Ghost Work Guarantee account
- Did some research on inspections for the ordinances in progress
- Prepared the Absentee Ballot Application Binder
- Covered the counter and processed tax payments

Respectfully,  
Becky Taylor-Chase  
Town Administrator