

**Town of Pownal
Select Board Agenda
Monday, August 14, 2023,
6:30 pm Regular Meeting**

- I. Call to Order
- II. Pledge of Allegiance
- III. Accounts Payable & Payroll Warrant
 - FY23 AP Warrant # in the amount of \$.
 - FY24 AP Warrant # in the amount of \$.
 - Payroll Journal # in the amount of \$.
- VII. Minutes of the Previous Meeting
 - July 24, 2023 Regular Meeting
- VIII. Public Comment – Non-Agenda Items

- IX. Department Head Reports

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

 - Select Board
- X. New Business
 - September 21 Town Office Closure
 - IOV Contract
 - Federal ARPA Grant
 - Pole Permit – Merrill Road
 - Meeting with Estabrooks
 - GPCOG Meeting
 - Supplemental Tax Bill and Abatement Acct 196
 - FEMA COVID-19 Project Reimbursement
- XI. Old Business
- XII. Correspondence
- XIII. Any Other Business
- XIV. Adjournment

Town Administrator Report
August 14, 2023

The counter traffic has increased with 30-day notices and the new tax bills being delivered. This year we were able to get the bills mailed 10 days earlier than in past years, giving residents extra time to prepare for the first payment.

The month of August I've had to cover the counter more than usual with trainings and absences due to illness. Both the Deputy Clerk and I have several trainings over the next few weeks. Many of these have moved to in person requiring us to travel to Augusta. The Election Division is doing an upgrade to the current computer software we use to facilitate elections so we will be attending training courses to learn the new system in time for the November election. And speaking of the November election, planning has officially begun with the first set of paperwork due to the state on August 11, 2023. Absentee ballot applications are available now for the November election. There will be 4 referendum questions and 4 constitutional edits on the ballot for November.

Here are a few other items of focus these last 2 weeks:

- Continue to work on the Maine Efficiency Grant opportunity.
- Prepare for the upcoming audit.
- Work with the Road Commissioner on insurance needs for the new truck purchase and equipment rentals
- Attended a Manager's Conference
- Economic Development and Sustainability town wide mailing
- Cross training the deputy clerk on payroll processing
- Work with Maine Forest Services on Browntail Moth Mitigation Program
- Town Mailings write ups and orders
- Election preparation and training

Respectfully,
Becky Taylor-Chase
Town Administrator