

**Town of Pownal
Select Board Agenda
Tuesday, October 23, 2023,
6:30 pm Regular Meeting**

- I. Call to Order
- II. Pledge of Allegiance
- III. Accounts Payable & Payroll Warrant
 - FY24 AP Warrant # in the amount of \$.
 - Payroll Journal # in the amount of \$.
- IV. Minutes of the Previous Meeting
 - October 16, 2023 Regular Meeting
- V. Public Comment – Non-Agenda Items

- VI. Department Head Reports

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

 - Select Board
- VII. New Business
 - Federal ARPA Grant
 - Special Town Meeting Proposed Timeline
 - Supplemental Bills Acct 916 for tax year 2022 and 2023
 - Dewitt Room Rental Procedure with new AV Equipment
 - 3% Transfer of Funds for Town Planner Computer
- VIII. Old Business
- IX. Correspondence
- X. Any Other Business
- XI. Adjournment

Town Administrator Report
October 23, 2023

My focus has been on counter coverage. I am currently in the process of interviewing potential candidates for the Deputy Clerk position. I expect to have that completed by October 25, 2023 at which point we will invite 1-2 candidates back for an in-person interview.

The November election is in full swing. Ballots have arrived and the office has had a steady request for them. The election schedule is completed. I have a full staff of election clerks ready to help run the polling day. As a reminder, polls will be open on Tuesday, November 7, 2023 from 8 am to 8 pm at Mallett Hall, 429 Hallowell Road.

On October 16, 2023 we recorded our first Select Board meeting with our newly installed AV equipment. This project was funded through Cumberland County's ARPA grant program. I will be sending out information to the community in the next week about how to watch the meetings. Next month I will attend the Planning Board meeting and train them on how to run the equipment so those meetings can be uploaded. Future committees will include CIP and Budget Committees. Any other boards and committees interested in recording their meetings will have the opportunity to do so in the coming future. This project has been a 2.5-year project which also included the elevator modernization. I would like to thank all those that helped make this happen.

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

- AP Warrant and payroll processing
- Motor Vehicle Reports
- Website updates
- Several IT repairs and improvements
- Monthly IF&W and Animal Welfare reports
- New employee onboarding
- Checking account reconciliation
- Posted audit adjustments
- Research for Future Facilities Committee

Respectfully,
Becky Taylor-Chase
Town Administrator