

**Town of Pownal  
Select Board Agenda  
Monday, January 8, 2024,**

**5:30 pm Executive Session, 6:30 pm Regular Meeting Following**

- I. Call to Order
- II. Enter Executive Session per 1 M.R.S A 406 (6)(A) Personnel Matters
- III. Exit Executive Session
- IV. Pledge of Allegiance
- V. Accounts Payable & Payroll Warrant
  - **FY24 AP Warrant # in the amount of \$.**
  - **Payroll Journal # in the amount of \$**
- IV. Minutes of the Previous Meeting
  - **December 11, 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
  - **BEAD Presentation: Simon Thorne**
  - **Federal ARPA Grant**
  - **Real Estate Request Map 2, Lot 30-32 – Shane Brady Presentation**
  - **Mallett Hall Buildings & Grounds Committee Charge**
  - **Town Funds Investment Policy**
  - **Registrar of Voters, Deputy Registrar of Voters Oaths**
  - **FEMA Flood Hazard Determination**
  - **Volunteer Form- Cuyler Feagles-Mallett Hall Buildings & Grounds Committee**
  
- VIII. Old Business
- IX. Correspondence
- X. Any Other Business
- XI. Adjournment

**Town Administrator Report**  
**January 8, 2024**

Over the last month the office has focused on several items. First, the counter was busy with the 2<sup>nd</sup> installment of taxes. Second, with the help of Kathy Hogue, the Deputy Clerk was able to reconcile the voter participation history to 100%. This was the final piece to complete for the November election. Having the participation history reconcile at 100% is all thanks to the diligent work of our election clerks. Their attention to detail through the check in process makes our job of reconciling very easy! And finally, we have been processing dog registrations as the deadline approaches.

During those focused items we have continued training with the Deputy Clerk. Most recently we worked on cross training the motor vehicle report, ordering motor vehicle inventory, processing received motor vehicle inventory, the monthly animal welfare and IF&W report, the March 5 election paperwork and electronic absentee application processing.

Other items of focus:

- AP Warrant and Payroll Processing
- Website posting
- Monthly email
- Updating insured vehicles with Maine Municipal Association
- Gathering purchasing policies from other municipalities
- FY25 budget preparation
- Met with several committee members and residents regarding volunteer opportunities.
- Mallett Hall/Town Office maintenance items

Respectfully,  
Becky Taylor-Chase  
Town Administrator