

**Town of Pownal
Select Board Minutes
Monday, June 10, 2024
6:30 pm Regular Meeting**

I. Call to Order by Chair Morris at 630pm.

Members Present: Jon Morris, Andy O'Brien, Kate Day (arrived at 6:35pm)

II. Pledge of Allegiance

III. Accounts Payable Warrant & Payroll Journal

- FY24 AP Warrant #26 in the amount of \$65,574.44.

Selectperson O'Brien motioned to approve FY24 AP Warrant #26 in the amount of \$65,574.44. Chair Morris seconded the motion.

Discussion: None

Vote: Yes 2; No 0

- Payroll Journal #494 in the amount of \$12,506.59.

Selectperson O'Brien motioned to approve Payroll Journal #494 in the amount of \$12,506.59. Chair Morris seconded the motion.

Discussion: None

Vote: Yes 2; No 0

IV. Minutes of the Previous Meeting

- Public Hearing & Regular Meeting May 29, 2024

Selectperson O'Brien motioned to approve the minutes of the May 29, 2024, regular meeting as written. Chair Morris seconded the motion.

Discussion: None

Vote: Yes 2; No 0

V. Public Comment – Non- Agenda Items

None

VI. Department Head Reports

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

- Select Board

Selectperson O'Brien commented that he thought Pine Tree may have had a breakdown on Friday. Pick up was quite late. The Town Administrator stated the only communication she got was trash was not in a Pownal bag and there were branches put out as well.

Selectperson O'Brien stated there was a lot of trash still out very late in the day. The Town Administrator stated they may have been running late.

VII. New Business

- **Water Capacity Study – Drumlin**

The Town Administrator stated this is the contract for the Water Capacity Study the Town Planner applied for. This is pending town meeting vote so the motion should include that. The Town Attorney has vetted it and suggested edits with Drumlin accepted. Selectperson O'Brien motioned to accept the Drumlin Environmental LLC contract for the water capacity study pending town meeting vote. Chair Morris seconded the motion.

Discussion: None

Vote: Yes 2; No 0

It was noted by Selectperson O'Brien that we cannot sign the contract until after town meeting.

The meeting moved to the CIP Committee Charge.

- **Employee Appointments & Oaths**

See attached sheet.

- **CIP Committee Charge**

Selectperson O'Brien motioned to accept we accept the Capital Asset Committee charge as written. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- **Mid Coast Humane Society Contract**

Selectperson O'Brien motioned to appoint Rebecca Taylor-Chase to sign the contract for Mid Coast Human Society. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- **Letter of Support – Recycling Grant**

Chair Morris read the letter of support. This letter is needed to apply for the Recycling Partnership grant to help offset the cost of the carts. Selectperson O'Brien motioned to approve the letter of support for the residential curbside recycling cart grant application. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- **Fire Department Budget**

Selectperson O'Brien stated the Fire Chief discovered we have a short fall in the budget due to some mixed signals with the gear purchase. We did not think we would be receiving an invoice until after July 1. Chief Peters stated in May we had some of the new folks measured for new gear and we were told we would not be billed until after July. That is usually the case as the gear usually takes 2-3 months to be made and delivered. Unbeknownst to us they had the gear in stock and sent it immediately and we got the bill and I without paying attention paid the bill. That is very close to the shortfall in our budget. In our fire department EMS detail account, we have about \$8200. I'm requesting we move \$8000 into my budget and when the budget gets approved in July, we move that \$8000 back. Chair

Morris confirmed that the Fire Chief is asking for a transfer of \$8000. Chair Morris asked if that exceeds 3%. The Town Administrator had not done that computation. Selectperson O'Brien stated the amount be \$5040. Chief Peters clarified that the account is for covering an event and the money goes into that account to cover those details or for uniforms. We have not spent any money on uniforms, and we have not reimbursed the special details expense line. That amount was approximately \$1240. Chair Morris stated he doesn't feel the Select Board has the authority to move more than 3%. He asked where are we with the ARPA funds? The Town Administrator stated pending town meeting vote the back up generator for North Station which is the only article for the fire department. All the money has either been approved or is pending the upcoming town meeting vote. Chief Peters asked what the 3% was. The Town Administrator stated it was \$5040 and the short fall is \$5535.83 with today's warrant bills and payroll. Selectperson O'Brien stated if we agree to move that 3% which would be \$5040 and then you could reimburse your details. Chief Peters stated it is an unfunded line and when needed it's funded from the special details fund line. Chair Morris asked if the vendor invoices have been paid. Chief Peters stated they have been paid. Chair Morris stated we should approve the 3% and then next week do another 3%. The Town Administrator will know an exact amount for the next meeting so the approval can be exactly what is needed. Selectperson O'Brien stated you can reimburse the payroll account which you can do, that will leave you will \$705.35 to the good and that should get you through to the end of the year. The Town Administrator clarified if I run payroll and the bills, he's negative \$5500 so reimbursing \$1240 plus the 3% will still leave the budget negative and we will know in two weeks an exact amount once we have a figure of the bills left to pay. Chair Morris stated hearing that out loud do we feel the Select Board has the authority to do that? The Town Administrator questioned if we could do 3% multiple times from the same line? We will do the 3% tonight and research for the next meeting. Selectperson O'Brien motioned that we move \$5040 which is 3% from the Special Details G Account to the fire department budget to make payroll. Selectperson Day seconded the motion.

Discussion: Chair Morris stated that the Select Board with approval from Town Meeting is allowing a 3% transfer to be moved which is \$5040 from the EMS Special Details to payroll.

Vote: Yes 3; No

VIII. Old Business

Chair Morris asked if we are all set for the election. The Town Administrator stated we are ready. Pascale was doing the final prep work as I headed up to the meeting. The Election clerks are excited, food is prepped.

IX. Correspondence

Chief Peters received a thank you note. Selectperson Day read it out loud.

The Town Administrator reached out to the Casella representative regarding a couple of questions that came up in the last meeting. One question Kathy Hogue had was can you place the cans on either side of your driveway. The answer is yes. Once they get more skilled with operating the arm they cans could possibly go closer together. The other question was if the can gets knocked over while it still has trash in it, what happens. The

answer is the driver is supposed to get out and pick it up. Also, if the arm knocks it over the driver is to get out and right it and pick up anything that spills out.

Chair Morris asked Selectperson O'Brien if he has had a conversation with Albert Blackstone. He answered he has not yet.

X. Any Other Business

The Town Administrator stated she would be preparing the town meeting books the next day. The town meeting is at Pownal Elementary School at 7 pm on June 17th. The ZBA meeting is Tuesday night the 18th at 7 pm. The Town Administrator has not received the requested correspondence for the ZBA nor has she received anything regarding the appeal.

XI. Adjournment

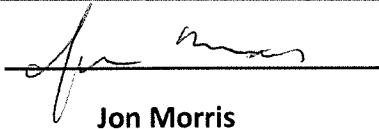
Chair Moris motioned to adjourn the meeting. Selectperson O'Brien seconded the motion.

Discussion: None

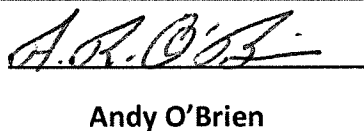
Vote: Yes 3; No 0

The meeting adjourned at 7:10 pm.

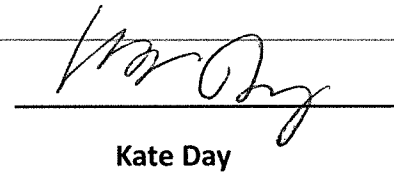
Respectfully submitted,
Becky Taylor-Chase
Town Administrator



Jon Morris



Andy O'Brien



Kate Day

A	B	C	D	E	F	G	H	I
1	Employee	Position	Start Date	End date	1st	2nd	Discussion	Vote
2	Rebecca Taylor-Chase	Town Administrator	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
3	Rebecca Taylor-Chase	Town Clerk	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
4	Rebecca Taylor-Chase	Treasurer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
5	Rebecca Taylor-Chase	Tax Collector	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
6	Rebecca Taylor-Chase	General Assist Administrator	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
7	Ginifir S. Giddinge	Code Enforcement Officer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
8	Ginifir S. Giddinge	Deputy Treasurer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
9	Ginifir S. Giddinge	Plumbing Inspector	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
10	Ginifir S. Giddinge	Building Inspector	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
11	Ginifir S. Giddinge	Electrical Inspector	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
12	Ginifir S. Giddinge	Emergency 911 Officer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
13	Pascale Delsol	Deputy Town Clerk	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
14	Pascale Delsol	Deputy Tax Collector	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
15	Pascale Delsol	Deputy Treasurer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
16	Pascale Delsol	Deputy General Assist Administrator	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
17	Donna Hays	Assessor	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
18	Matthew Nielsen	Road Commissioner	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
19	Matthew Nielsen	Deputy Animal Control Officer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
20	Matthew Nielsen	Arborist	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
21	Heidi Richards	Eco Maine Rep	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
22	Patrick Christian	Alternate Eco Maine Rep	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
23	Thomas Ursia	Town Planner	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0
24	Richard Hogue	Animal Control Officer	7/1/2024	6/30/2025	Chair Morris	Selectperson O'Brien	None	Yes: 3; No 0

