



## TOWN MEETING WARRANT

*To Kim Best, a resident of the Town of Pownal, in the County of Cumberland and the State of Maine:*

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the said Town of Pownal, qualified by law to vote in town affairs, to assemble at the Town Hall in said Town of Pownal on Tuesday, the fourteenth day of June, A.D. 2011, at 7:45 o'clock in the morning to act on articles one and two, of this warrant to wit:

*And to notify and warn the inhabitants of said Town of Pownal, qualified by law to vote in Town affairs, to assemble at the Elementary School on Monday, the twentieth day of June, A.D. 2011, at 7:00 o'clock in the evening to act on the remaining articles in this warrant beginning with article three, to wit:*

The polls will open at the Town Hall at 8:00 o'clock in the morning and will close at 8:00 o'clock in the evening of the fourteenth day of June, A.D. 2011. Voting on Articles #2 and #3 will be by secret ballot.

**Article 1.** To choose a Moderator to preside at said meeting.

**Article 2.** To elect the following officers, to wit: one Selectman, Assessor and Overseer of the Poor for a three year term; and one Cemetery Commissioner for a three year term; and one Director of Regional School Unit #5 for a three year term.

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Action on all further articles will continue at 7:00 o'clock in the evening of Monday, June 20, 2011, at the Pownal Elementary School.

**Article 3.** To hear the report of Town-Appointed Committees and Boards and take any action relative thereto.

*The Moderator asked the audience for permission to allow Mr. Poirier, Administrative Assistant to speak since he is not a resident of the Town. Without objection. Mr. Poirier gave a brief presentation and explained the loss of revenues and the overall budget.*

**Article 4.** To see what sum of money the Town will vote to raise and/or appropriate for the Capital Project Fund.

**Select Board Recommends**                 **\$75,000** ✓  
**Budget Committee Recommends:**       **\$75,000**

*Motion was moved by Bob McMahon and seconded.  
No discussion. Voice vote – passed.*

**Article 5.** To see what sum the Town will vote to appropriate \$170,000 from the Capital Outlay budget category with all accounts to be carried forward for the purchase of a Tanker/Pumper Truck and to allow the Board of Selectmen to enter into an agreement not to exceed \$322,000 under terms they deem to be in the best interest of the Town for this purpose.

**Select Board Recommends:**                 **\$170,000**  
**Budget Committee Recommends:**       **\$170,000** *Not Raised.*

*Motion to raise \$0 by Alan Bradstreet and seconded.  
Derek Nielson expressed that this truck was needed to keep up with the current tech and that he hoped it would pass so that Pownal could return the help to other Towns. Paul Schuman expressed concern at the lease/purchase agreement and wished bonding alternatives had been presented.  
An amendment was moved by Scott Pollock to increase the amount to \$170,000.  
Question about the effect on taxation – Chief Peters said that a \$3,000 tax bill would increase \$40.  
Discussion about the needs of the Town and what trucks are available due to maintenance and other calls.  
The moderator called the amendment to a vote. Voice vote to close to call. Hand count: Yea = 36, Nay 17 the amendment passed.  
A second amendment was moved by Mr. Briggs and seconded to delete the words “lease purchase” & “parenthetical notation” from article. Voice vote – passed.  
A third amendment was moved by Mr. Bradstreet and seconded to add the words “not to exceed \$200,000” to the article. Voice Vote – fails.  
A fourth amendment was moved by Mr. Reshard and seconded to add the words “not to exceed \$322,000.” Voice vote – passed.  
The moderator moved the thrice amended article to a vote. Voice vote – passed.*

**Article 6.** To see what sum the Town will vote to appropriate from the Capital Outlay budget category with all accounts to be carried forward for the replacement Highway Truck.

**Select Board Recommends:**                 **\$145,000**  
**Budget Committee Recommends:**       **\$145,000**

*Motion moved by Mr. McMahon and seconded.  
An amendment was moved by Mr. Bennett and seconded to reduce the amount to \$133,387. *Not Raised.*  
Voice vote – passed.*

**Article 7.** To see what some of money the Town will vote to raise and/or appropriate for Human Services.

**Select Board Recommends:**                 **\$9,000** ✓  
**Budget Committee Recommends:**       **\$9,000**

Expected breakdown during FY 2012:  
General Assistance                                 \$4,500  
Charitable Organizations                         \$4,500

*Motion moved by Mr. Briggs and seconded.  
Voice vote – passed.*

**Article 8.** To see what sum the Town will vote to raise and/or appropriate for the conversion to natural gas heat at the Town Hall, Fire Central Station and the Public Works Garage.

**Select Board Recommends:** \$8,800 ✓  
**Budget Committee Recommends:** \$8,800

*Motion moved by Mr. Briggs and seconded  
Voice vote – passed.*

**Article 9.** To see what sum of money the Town will vote to raise and/or appropriate for the General Government budget.

**Select Board Recommends:** \$198,527  
**Budget Committee Recommends:** \$198,527

Expected Breakdown during FY 2012:  
*Administrative Operations* \$80,247  
*Technology* \$9,060 ✓  
*Animal Control* \$2,700 ✓  
*Planning Board* \$7,700 ✓  
*Compensation* \$98,820 ✓

*8800 - also approved in mt 8*

*Motion moved to appropriate \$198, 777 by Linda McMahon and seconded. Mrs. McMahon stated that the additional funding was intended to purchase insurance for Town volunteers.  
Voice vote – passed.*

**Article 10.** To see what sum of money the Town will vote to raise and/or appropriate for the Mallett Hall budget.

**Select Board Recommends:** \$20,225  
**Budget Committee Recommends:** \$20,225

Expected Breakdown during FY 2012:  
*Life Safety* \$2,205  
*Utilities* \$6,700  
*Maintenance* \$11,350

*Motion moved by Mr. Briggs and seconded.  
Voice vote – passed.*

**Article 11.** . To see what sum of money the Town will vote to raise and/or appropriate for the Public Safety budget.

**Select Board Recommends:** \$86,245 ✓  
**Budget Committee Recommends:** \$86,666

Expected Breakdown during FY 2012:  
*Fire Operations* \$55,695  
*First Responders* \$4,700  
*Freeport Rescue* \$16,500  
*Brunswick Dispatch* \$9,350

*Motion was moved by Scott Pollock and seconded. Mr. Bradstreet asked why the Chief's salary was increased \$1,500. Mr. Giddinge stated that he has been appointed the Emergency Management Director and that additional amount was a stipend for that position.  
Voice vote – passed.*

**Article 12.** To see what sum of money the Town will vote to raise and/or appropriate for the Public Works budget.

**Select Board Recommends:** \$583,562  
**Budget Committee Recommends:** \$583,562

Expected Breakdown during FY 2012:

Winter Roads	\$55,400
Utilities	\$3,925
Facility Maintenance	\$6,750
Fleet Maintenance	\$32,550
Fuel	\$44,000
Road Maintenance	\$225,000
Supplies	\$3,200
Administrative	\$1,350
Compensation	\$211,387 ✓

*Motion was moved by Mr. Briggs and seconded.*

*Voice Vote – passed.*

**Article 13.** To see what sum of money the Town will vote to raise and/or appropriate for the Solid Waste budget.

<b>Select Board Recommends:</b>	<b>\$107,543</b>
<b>Budget Committee Recommends:</b>	<b>\$107,543</b>

*Motion was moved by Mr. Briggs and seconded.*

*Voice vote – passed.*

**Article 14.** To see what sum of money the Town will vote to raise and/or appropriate for the Cemetery Commission budget.

<b>Select Board Recommends:</b>	<b>\$1,000</b>
<b>Budget Committee Recommends:</b>	<b>\$1,000 ✓</b>

*Motion moved by Mr. Briggs and seconded.*

*Voice vote – passed.*

**Article 15.** To see what sum of money the Town will vote to raise and/or appropriate for Pownal Center Water Association budget.

<b>Select Board Recommends:</b>	<b>\$1,600</b>
<b>Budget Committee Recommends:</b>	<b>\$1,600</b>

*Motion moved by Mr. Briggs and seconded. Mr. Bradstreet asked what the status of the damaged wells are. Mr. Giddinge stated several of the wells were just tasted and they came back with high levels of sodium.*

*Voice vote – passed.*

**Article 16.** To see what sum of money the Town will vote to raise and/or appropriate for Debt Service budget.

<b>Select Board Recommends:</b>	<b>\$176,256</b>
<b>Budget Committee Recommends:</b>	<b>\$176,256</b>

Expected Breakdown during FY 2012:

Road Bond 2007	\$86,815
Fire Truck 2007	\$37,493
Road Bond 2011	\$51,948

*Motion moved by Mr. Briggs and seconded.  
Voice vote – passed.*

**Article 17.** To see what sum of money the Town will vote to raise and/or appropriate for Payroll Taxes budget.

<b>Select Board Recommends:</b>	<b>\$21,829</b>
<b>Budget Committee Recommends:</b>	<b>\$21,829</b>

*Motion moved by Mr. Briggs and seconded.  
Voice vote – passed.*

**Article 18.** To see if the Town will appropriate the following estimated revenues to *reduce the 2010 Tax Commitment:*

State Revenue Sharing	\$ 85,000
Homestead Exemption	\$ 33,200
Veterans Exemption	\$ 250
Excise Taxes	\$200,000
ACO Fees	\$ 500
Dog License Late Fees	\$ 1,500
Cable Television Fees	\$ 11,000
General Assistance (State reimbursements)	\$ 2,000
Subdivision Application	\$ 300
Site Plan Reviews	\$ 100
Other Ordinance Fees	\$ 1,000
Permits/Service Fees	\$ 10,000
Mallett Hall Rental	\$ 1,200
Solid Waste Bag Sales	\$ 47,000
Highway Block Grant	\$ 47,436
Timber Harvest	\$ 5,000
Maine Natural Gas Grant	\$ 3,000

**Total: \$ 484,486**

*Motion moved by Mr. Briggs and seconded.*

*An amendment was moved by Mr. Giddinge and seconded to strike the words "2010" and insert "2011/2012."*

*Voice vote – passed.*

*Moderator called the amended article to a vote. Voice vote - passed.*

**Article 19.** To see if the Town will vote to increase the property tax levy limit of \$623,351.05, established for Pownal by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit.

**Select Board Recommends:** *Ought to Pass.*

*Secret paper ballot: Yes – 36, No – 2.*

MMA POS Plan B (Payroll deduction to begin April 1, 2003 for implementation effective May 1, 2003)	premium. The employee can elect to contribute to Family Plan.*	The employee can elect to contribute to Family Plan.*
Companion Plan (Effective April 1, 2003)	Retired employee can elect to contribute to employee or family plan. There is no cost to the town.	Retired employee can elect to contribute to employee or family plan. There is no cost to the town.
Dental Insurance MMA Plan A (Effective April 1, 2003)	Town is to pay no premium. Employee can elect to contribute to employee or family plan	Town is to pay no premium. Employee can elect to contribute to employee or family plan
Short Term Disability (Effective April 1, 2003)	Town is to pay no premium. Employee can elect to contribute to employee or family plan	Town is to pay no premium. Employee can elect to contribute to employee or family pla

**Article 20.** To see if the Town will authorize the Select Board and Treasurer, on behalf of the town, to rent, sell, or otherwise dispose of any parcel of real estate or any portion thereof acquired by the Town of Pownal between July 1, 2011 and June 30, 2012 for non-payment of taxes thereon, on such terms as they deem advisable.

**Select Board Recommends:** Ought to Pass

*Motion moved by Mr. Briggs and seconded. Mr. Bradstreet asked if this would allow Town owned property to be sold. Mr. Giddinge stated it only applied to property acquired in 2011/2012 year. Voice vote – passed.*

**Article 21.** To see if the Town will vote to adopt the following as the Town’s compensation policy:

**TOWN OF POWNAL COMPENSATION POLICY**  
(Originally adopted on March 10, 2003)

**Purpose**

*The purpose of the Pownal Compensation Policy, and of subsequent amendments thereto, is to provide for:*

1. *Compliance of town employment practices with applicable laws and regulations;*
2. *Fiscal responsibility in identifying and meeting town staffing needs;*
3. *Competitiveness in recruiting and retaining skilled and motivated employees;*
4. *Consistency of operations to allow for rational planning; and*
5. *Fairness in meeting the needs of taxpayers and employees.*

**Employee Classification for Benefit Eligibility**

**Level I**

*An employee who works (or is expected to work) on average at least thirty-six (36) hours per week for the town is eligible for “Level I” benefits. The term “work” means time spent on town business for which the individual receives monetary compensation. The hours worked will be based on the records of the town’s payroll system. The “average” will be based on a rolling full three (3) months average as determined at the end of each month. For this calculation, any Employee Benefit Time taken within these guidelines will be considered as “work” time.*

**Level II**

An employee who works (or is expected to work) less than the hours needed to meet the definition of Level I but works an average of at least twenty (20) hours per week using the same method as outlined under Level I Benefits for measuring hours worked is eligible for “Level II” benefits.

**Level III**

An employee who works for the town and receives compensation but does not otherwise meet the criteria for Level I or Level II benefits is “Level III” and ineligible for any benefits.

**Details of Benefits**

**Primary Healthcare Plan**

Pownal should shift from offering the MMA Traditional Point of Service Health Care Plan to the MMA Point of Service Plan B effective April 1, 2003.

**Benefit Eligibility**

<b>Recommended Benefit &amp; Effective Date</b>	<b>Level I Employee</b>	<b>Level II Employee</b>
Healthcare Insurance	Town pays 100% of “Single Person”	Town pays 75% of “Single Person” premium

<b>Recommended Benefit &amp; Effective Date</b>	<b>Level I Employee</b>	<b>Level II Employee</b>
Long Term Disability (Effective April 1, 2003)	Town is to pay no premium. Employee can elect to contribute to employee or family plan	Town is to pay no premium. Employee can elect to contribute to employee or family plan
Life Insurance Basic (1 x pay)  Supplemental  Dependent Life  (Effective April 1, 2003)	No charge w/ Health Insurance  Employee pays 100%  Employee pays 100%	No Charge w/ Health Insurance  Employee pays 100%  Employee pays 100%
Pension Plan Contributions   Eligibility   Vesting	Town to contribute 6% of annual Basic Gross Pay, including Overtime Pay. Town to contribute at the end of the year based on the Town's payroll records.  Employee is eligible to participate after 90 days of service as a Level I employee.  Employee's interest in Town contribution vests 20% for each year of service. Employee is 100% vested after 5 years of service. Applies to employees hired after 5/1/08. Any employees hired before 5/1/08 are grandfathered under earlier vesting schedule. If employee terminates, non-vested portion reverts to Town.*	Employees may elect to defer pay into the pension plan but there will be <u>no</u> Town contribution.  <i>Employee is eligible to participate after 90 days of service as a Level II employee.</i>  Not applicable

**Paid Time Off**

Only Level I employees are eligible for paid time off based on the schedule below. The time off is to be used for Vacation, Illness, Bereavement, Doctor visits, etc. If an employee terminates having taken time off prior to the accumulated accrual time, such employee will owe any such wages back to the Town.\*

<b>Time Worked for Town</b>	<b># of Annual Paid Days Off</b>	<b>Monthly Accrual Rate</b>
30 Days – 4 Years	15	1.25 days
5-9 Years	20	1.66 days
10+Years	25	2.08 days

**Paid Holidays**

The Town's employees will receive the same paid holidays as Maine State Workers. In 2003, this amounted to 12 holidays. Additionally, employees who work on those Holidays will be paid time and a half for the hours worked.\*

**Wages, Salaries, and Stipends**

**Wage and Salary Scales for Hired Positions**

~~Wage scales should be recommended for each hired position and reviewed every three years by the Budget Committee beginning with the 2004 Town Meeting. The scales should be set to provide for a low-medium-high range to coincide with employee performance evaluations performed annually by the supervisor. During the interim years when the scales are not reviewed, they should increase in an amount equal to the~~

~~Consumer Price Index. The scales are to be approved each year by the Voters at Town Meeting.~~

*A wage/salary scale is maintained for each active position. The scale defines the value to the town of that position and is structured to show its minimum and maximum levels of compensation. New hires are offered an amount within that range as proposed by the department supervisor and approved by the Selectmen. Each employee's compensation is reviewed annually in accordance with the performance review process, but may not increase beyond the upper limit set by the scale for his or her position.*

*Each wage and salary scale is based on a market analysis, and is established as of the 2004 town meeting or, thereafter, when a new position is created. Each market analysis is updated every three years, beginning in 2004, and the revised scales are approved by a town vote in the same year (e.g. 2004, 2007, 2010, etc.). The market analyses are the joint responsibility of the Selectmen and the Budget Committee. The results of the market analyses will be maintained in the town records and be available for inspection by the taxpayers.*

**Performance Evaluation and Compensation Adjustment Process**

<i>Employee</i>	<i>Supervisor/Evaluator</i>
<i>Administrative Assistant (AA) &amp; Road Commissioner</i>	<i>Selectmen</i>
<i>Administrative Office Staff</i>	<i>Administrative Assistant</i>
<i>Public Works Crew</i>	<i>Road Commissioner</i>

*The Selectmen shall adopt, and supervisors shall use, a performance evaluation process that is consistent with established best practices. Because economic conditions may limit the town's ability to provide appropriate financial rewards and incentives, the evaluation process must function to provide employees with effective non-financial support and recognition for effort and achievement.*

*In addition to promoting employee retention and professional growth, the evaluation process shall create an objective basis for determining adjustments in employee compensation from year to year. To allow incorporation of evaluation results into the budgeting process, the process shall make use of a five point rating scale (1 – 5), which shall be linked to target compensation adjustments according to the following schedule:*

<i>Overall Rating from Performance Evaluation</i>	<i>Resulting Wage &amp; Oversight Change</i>
<i>&lt; 3.0</i>	<i>No wage change; Corrective Action Plan</i>
<i>=&gt;3.0 – &lt;3.5</i>	<i>Wage increase according to CPI<sup>1</sup></i>
<i>=&gt;3.5 – &lt;4.0</i>	<i>Wage increase = CPI plus 1%</i>
<i>=&gt; 4.0</i>	<i>Wage increase = CPI plus 2%</i>

*Compensation adjustments may be less than these targets in response to economic conditions. The extent to which those economic conditions impose limits is based on: (1) changes in the non-compensation portion of the municipal budget or (2) the growth limit prescribed by the LD 1 formula<sup>2</sup>. To determine actual compensation adjustments, the following method will be employed:*

- 1. Supervisors conduct annual evaluations and establish an overall rating for each employee. Preparation, approval, and delivery of the performance appraisal should be completed in time to be included in the town's budget preparation process.*
- 2. Selectmen review all evaluations to determine that procedures and standards have been applied consistently across departments and levels of responsibility. Any concerns about consistency are worked out with supervisors before the evaluation results are shared with employees. Contents of individual evaluations, other than the final overall rating, are maintained confidential and are not shared with any person other than the employee, the supervisor and the Selectmen.*
- 3. The Administrative Assistant computes the target compensation change for each employee and totals any individual increases to determine the Aggregate Target Increase for compensation for the coming year.*
- 4. For purposes of computing compensation, the budget lines are divided into three categories:*

<sup>1</sup> CPI = Consumer Price Index

- a. *Operations (non-compensation items)*
- b. *Compensation (wages, salaries, & stipends)*
- c. *Contingents (payroll taxes & benefits)*
5. *The Budget Committee and Selectmen prepare their recommendations for the non-compensation budget lines – the Operations portion of the budget – and calculate the percentage change from the previous year. They also compute the increase in the Operations budget targeted under the LD1 formula.*
6. *The lesser of the two percentages from step #4 is applied to the previous year's Compensation budget to create an amount of funds to be made available for increases in compensation – the Compensation Pool.*
7. *If the size of the Compensation Pool is larger than the Aggregate Target Increase, each employee receives the target adjustment.*
8. *If the size of the Compensation Pool is smaller than the Aggregate Target Increase, each employee's adjustment is prorated according to the formula:*

$$\text{Actual Adjustment} = \text{Target Adjustment} \times \frac{\text{(Compensation Pool)}}{\text{(Aggregate Target Increase)}}$$

9. *If the operations budget is smaller than the previous year, compensation is frozen at the previous level for all employees.*
10. *Contingents are calculated last.*

### **Elected Positions**

Annual pay is to be recommended by the Budget Committee for each elected position and approved each year by the Voters at Town Meeting.\*

### **Other Guidelines** (Effective April 1, 2003)

- There will be a 30-day waiting period before any new employee is eligible for benefits. Newly elected officials will be eligible for benefits at the beginning of the month following their election. Re-elected officials are not subject to the waiting period. The Selectmen are not eligible for health benefits. After their initial waiting period, the benefit period of elected officials will coincide with their term in office.\*
- If an employee falls outside the eligibility requirements, the benefit will cease unless employee falls outside of eligibility due to a Short Term Disability event, then up to 3 months of the event is excluded from the rolling average of hours worked.
- Stipends are to be paid as follows:
  - If stipend is \$1,000 or less, then paid semi-annually on June 30<sup>th</sup> and December 31<sup>st</sup> of each year
  - If stipend is more than \$1,000, then paid in 12 equal monthly payments beginning March 31<sup>st</sup>.
- For eligibility purposes, hours worked for stipends are calculated as follows:
- Annual Stipend / \$1,000 x 2.0 = Weekly Hours Worked
- Example:
  - Stipend = \$2,000
  - Weekly Hours Worked = \$2,000 / \$1,000 x 2.0 = 4 Hours
- *Any recommendations that do not adhere to this policy must have justification provided at Town Meeting in the Warrant.*
- *The Budget Committee ensures proper execution of the performance evaluation and compensation adjustment process.*

Any recommendations that do not adhere to this policy must have justification provided at Town Meeting in the Warrant.\*

\*Amended at Annual Town Meeting March 12, 2008

A TRUE COPY ATTEST:

Kelly M. Wentworth  
Pownal Town Clerk

*Motion moved by Mr. Briggs and seconded. Mr. Bradstreet asked why the evaluation forms were not included in the policy. Mr. Fauver stated that each job is different and those forms need to be fluid documents so employees can be evaluated fairly.*

*Voice vote – passed.*

**Article 22.** To meet emergencies or unexpected expenses during fiscal year, shall the Board of Selectmen be authorized to transfer not more than 3% of the Town's budgeted expenditures between budget line items provided that the Town's total budgeted expenditures shall not be increased.

**Select Board Recommends:**                    ***Ought to Pass.***

*Motion moved by Mr. Briggs and seconded.*

*Voice Vote – passed.*

**Article 23.** To see if the Town will vote to authorize the Tax Collector to accept prepayments of taxes not yet committed pursuant to 36 M.R.S.A., section 506 at a rate of zero interest. *(Note: This article is required by State Law, Title 36 MRSA, Section 506, at each Annual Town Meeting, in order to collect any prepayment--such as Tax Club payments-for taxes paid prior to commitment of said taxes).*

**Select Board Recommends:**                    ***Ought to Pass***

*Motion moved by Mr. Briggs and seconded.*

*Voice Vote – passed.*

**Article 24.** To see if the Town will vote to fix September 15 and December 15, 2011, and March 15 and June 15, 2012 as the dates on which one quarter of taxes shall be due and payable as the dates from which interest will be charged on any unpaid taxes at a rate of 7% per year. *(Note: Maximum interest allowed is 7% per the State.)*

**Select Board Recommends:**                    ***Ought to Pass.***

*Motion moved by Mr. Briggs and seconded.*

*Voice Vote – passed.*

**Article 25.** To see if the Town will vote to set the interest rate of 3% to be paid by the Town on abated taxes pursuant to 36 M.R.S.A. section 506A.

**Select Board Recommends:**                    ***Ought to Pass.***

*Motion moved by Mr. Briggs and seconded.*

*Voice Vote – passed.*

**Article 26.** To see if the Town will vote to authorize the Selectmen to accept and expend any other revenue from State, Federal, local and private sources for the support of the Town.

**Select Board Recommends:** *Ought to Pass.*

*Motion moved by Mr. Briggs and seconded.  
Voice Vote – passed.*

**Article 27.** To see if the Town will vote to accept any gifts, unanticipated donations, or pass-through funds that may be provided by individual(s), business associations, charitable groups, or other organizations, which have not been listed in any of the previous or following articles, if the Select Board determines that the gifts, donations, or pass-through funds and their purposes are in the best interest of the Town.

**Select Board Recommends:** *Ought to Pass*

*Motion moved by Mr. Briggs and seconded.  
Voice Vote – passed.*

Given under our hands at Pownal this 31<sup>st</sup> day of May, 2011.

**Selectmen of Pownal:**

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*Timothy J. Giddinge, Chairman*

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*Alfred N. Fauver*

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*Jonathan W. Morris*