

**Town of Pownal
Select Board Agenda
Monday, November 8, 2021
6:25 PM Workshop
6:30 Regular Meeting**

- I. Call to Order-In Person Meeting
- II. Pledge of Allegiance
- III. Workshop – Nuisance Animal Ordinance Edit
- IV. Accounts Payable & Payroll Warrant

AP Warrant #

Payroll Warrant #

III. Minutes of Previous Meetings

- Minutes of October 25, 2021 Regular Meeting

IV. Public Comment – Non Agenda Items

V. Department Head Reports – Submitted Electronically

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

- **Select Board**

VI. New Business

- Special Town Meeting Location/Time
- Building Moratorium
- Police Protection
- Ordinance Review Committee Members Oaths
- Ordinance Review Committee Charge
- Abatement Account 876 Map 3 Lot 60-3
- ARPA Grant

VII. Old Business

- Audit- review auditor notes

VIII. Correspondence

- **Cumberland County Regional Public Safety**

IX. Any Other Business

XI. Adjournment

ROAD COMMISSIONERS REPORT

October 25, 2021

- **Equipment:** Truck 2 at Midcoast for annual service and rear tires, Greased equipment. Truck 3 needs 4 rear snow tires,
- **Order tires for T-2 from Good Year Tire.**
- **Plow equipment:** Headgear on trucks 1,3 and 4, Service plows for trucks 5,6 and 7. Replace leaking angle cylinders on T-4 plow and paint.
- **Road Grading:** Grade Leighton, Libby, Verrill, Chadsey and Poland Range Rd.
- **Meet with Select Board member O' Brien:** Mallett Hall parking lot paving updates install 2 valve boxes for PCWA vent and curb stop. PCWA Generator ready to be delivered to the pump house, Outside lighting for Election Day.
- **Safety Works:** Employees had baseline Audiometric testing at Concentra Healthcare. Submitted completed Appendix B to BLS the hearing conservation policy was adopted, and baseline testing completed. I received confirmation from BLS that we comply. Going forward, each year the employees are to be tested. The old wiring in town garage still waiting on R. W. Googins, All Material Safety Data Sheets have been updated, I am working with the Deputy Clerk to index them into the binders.
- **Sweetser Road Bridge:** P E Williams has completed the work under the bridge. Grout was pumped into the voids and missing stone was replaced all joints were sealed. Mainline Fence has been notified to go ahead with the guardrail work. The road will need to be closed at the bridge when the guardrail work is being done. The repairs will put the bridge back to a 2-year inspection cycle. Beaver activity has continued, and we have removed a dam.
- **Beavers are at work on the Chadsey Rd:** Unplugged culverts prior to the 10/30 storm.
- **Poland Range Rd. Multiplate Project:** Town Administrator received the grant funds. A retainage is still pending payment to the contractor approx. \$6,500.00
- **Update equipment maintenance spreadsheets, fuel, grease, culvert, and gravel logs.**
- **Libby Road damage at the Scott Dugas pit entrance:** Waiting od MDOT plan for the material left in the pit. Still pending
- **Paving Mallett Hall parking lot:** All States Material Group and Pownal DPW completed the final grade on 10/29 tentative paving the week of 11/8 or 11/15. Only the 2 ½" base layer will be laid due to the temperatures; the surface will be laid in the spring of 2022.
- **Tires:** We dismounted 5 tires on old rims to reduce the cost for disposal. Waiting for tire changes on T-2 & 3 prior to contacting BDS for disposal.
- **Poland Range Rd Ditching/Culverts:** We have one more culvert to replace this fall if we have time.
- **Loring Lane ditching and shoulders:** We have started this project and continue to ditch from Rte. 9 to Hodsdon Rd.
- **R. W Googins Electric:** Still waiting.
- **Clean out and organizing of the town garage:** Sort and organize old hydraulic fittings and plow bolts. Inventory spare tires.
- **Meet with Resident Engineer regarding the 4 ways stop in the Center:** Did a final walk through with the Engineer, MDOT and contractor on 10/22. Had Contractor cut brush by fire station and Rte. 9 on the park side inbound for better visibility of the Stop Ahead signs.

- **Updating the Material Safety Data Sheets (MSDS) the Deputy Town Clerk has offered to help me with this project:** All printed just need to index them into the binders.
- **Guardrail on Chadsey /Leighton Rd at the big culvert:** Requested Mainline Fence to go ahead with the repairs.
- **Working on a cost estimate to crack seal:** Brown, Lawrence Fickett (New Gloucester side) and Poland Range Roads. Still pending.
- **Center Station shimming the apron:** Tom Molton to remove old paving and repave. I advised that the work needs to be done ASAP before winter.
- **Truck 4 replacement:** Chassis is in Westbrook, next week it will go to Viking Cive's for dump body and plow gear.
- **Install conduits for electronic sign in parking lot and 6" PVC pipe for Christmas Tree at front corner of Mallett Hall.**
- **Repair driveway washout at 291 Libby Rd.**
- **Repair sink hole on Allen Rd near substation antenna road:** Culvert needs repair on the shoulder.
- **Repair washout on the shoulder on Merrill Rd near Lester Blake's.**
- **Repair Mallett Hall outside light sensor for Election Day:** Needs new sensor due to sun damage (need an electrician) Changed the LED bulb in outside entrance door light.
- **Clean bugs out of the lights in the Dewit Room.**
- **Installed washing machine plumbing for work cloths/coveralls.**
- **Check roads 10/27 and 10/31 for washouts and debris:** No major damages or wash overs.
- **Complete Winter on call schedule and fax to CCRCC (Dispatch).**
- **Assist Town Administrator with tables and chairs in voting room.**
- **Look at Fickett Rd chip seal project for next year with All States Material Group. (Prioritizing the next year pavement treatment projects)**
- **Work on gravel road rehab priorities for next year. Sweetser and Leighton Rds.**

Town Administrator Report
November 8, 2021

Much of the focus has been on the election over the last two weeks. Ginny and I came in on Friday, October 29th to set up the voting room and go over voting day procedures while the office was quiet. Election day went very smoothly and we had a 56% voter turnout. I would like to thank the Public Works crew for coming in on October 28th to prep the voting room for us, to all the election staff for working the polls and to the voters of Pownal.

After the October 25th Select Board meeting and a follow up sit down with Selectperson O'Brien, I followed up with the auditor to answer her questions and to give her the carry forward approvals. She has since sent a new draft and I will go over that early next week once we finish up some of the immediate post-election activities.

On October 28th I met with Headlight Audio to go over needs for technology in the Dewitt Room to offer remote access to meetings. This was the same company that did the sound study/estimate. He did say he needed to update that estimate as cost of materials have increased and he will be forwarding that to me once completed. He stated the estimate for technology could take up to 4-6 weeks to complete as it is hard to get estimates for materials due to supply chain issues. I also received an estimate from AV audio. I have a follow up phone call with them next week to go over the details.

During this time, I reached out to Consolidated Communications regarding the update to the telephone system. I will be inviting the representative to an upcoming Select Board meeting so he can answer questions about the upgrade before we move forward. I reached out to Spatial Alternatives regarding the Parcel Viewer and will be meeting with Judy on November 17 to get the yearly updates taken care of and the process started for getting the property cards online. Finally, I reached out to TRIO to incorporate the MOSES Interface. These items were part of my carry forward requests.

November 3 Ginny and I put all the election materials in the voting room away. We reconciled the absentee ballots and discussed the next steps. We also certified the election with the state. Following an election there are several post activities that need to be completed. Our next tasks will be to enter the new voter registrations and changed voter registrations into the central database and reconcile. Once the state turns on the voter participation module, we will assign VPH and certify with the state. That is the final step and completes the election.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator