

**Town of Pownal**  
**Select Board Agenda**  
**Monday, August 23, 2021**  
**6:30 PM Regular Meeting**

**I. Call to Order-In Person Meeting**

**II. Pledge of Allegiance**

**II. Accounts Payable & Payroll Warrant**

AP Warrant

Payroll Warrant

**III. Minutes of Previous Meetings**

- Minutes of July 22, 2021 Special Meeting
- Minutes of July 26, 2021 Regular Meeting

**IV. Public Comment – Non Agenda Items**

Kathy Hogue – Sign Update

Dick Woodbury – Casco Bay Trail Alliance

**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
- Comprehensive Plan Public Hearing Dates in September
- September 25 Cleanup Day & Pot Luck
- Town Lawyer Phone Request Policy
- North Star Contact Policy
- Constable/Jacobs
- PW Electrical Work – Dick Clarke
- Private Road/Driveway

**VII. Old Business**

- Recording Secretary for Planning Board & Job Description
- Map 8 Lot 9
- Economic Development Committee

**VIII. Correspondence**

**IX. Any Other Business**

- Executive Session per 1 M.R.S.A 405 (6) (A) Personnel Matters

**X. Adjournment**



## **POWNAL FIRE & RESCUE DEPARTMENT**

**Chief Jesse Peters  
429 Hallowell Rd.  
Pownal, Me. 04069**



8/18/2021

Select Board,

Our call count for the year currently stands at 99. Significantly lower than last year at the same time at 132 calls.

We are testing Hurst extrication tools the first week of September. This will conclude our demos and will be able to make a decision on which vender to go with after that.

Crews have staffed 2 events at the State Park so far this year and have 3 more scheduled to go.

Eng. 2 has been at Allegiance for about 4 weeks now undergoing both the refresh and annual services. During the overhaul of the frame, it was discovered that the rear springs were nearly flattened out and very close to failing. I have authorized them to go ahead and replace them. Also, Allegiance has had a Covid-19 outbreak, with 11 members of their team out sick. This has significantly slowed progress on Eng. 2.

Hose testing has been scheduled for Nov. 2<sup>nd</sup>.

Respectfully Submitted,

Chief Jesse Peters

## ROAD COMMISSIONERS REPORT

August 23, 2021

- **Equipment:** Air conditioner problems with T-3 has been repaired by Freightliner Truck 2 to Midcoast for inspection sticker and repairs, Bodwell motors replaced the leaking oil pan on truck 6, truck 4 is next to be serviced.
- **Mid Coast Truck Repair inspection:** Still waiting for the backhoe inspection.
- **Road Grading:** Add ¾" gravel to North Yarmouth end of Lower Lawrence Rd. and Durham Rd. Grade Tryon and Upper Minot Rds.
- **Meet with Select Board member O' Brien:** Mallett Hall parking lot, Safety Works, PCWA
- **Safety Works:** Consultation/inspection was completed with a list of hazards to be addressed, eye wash station, MSDS updated, bench grinder, noise monitoring, slings and lifting chains, updated training records, old wiring in town garage, OSHA 300 Logs. I have requested the hearing monitoring consultation as well and the training on OSHA 300 reporting.
- **Sweetser Road Bridge: Work has not started.** P E Williams it's to start in the next two weeks, repaired bent guardrail posts. Following masonry work Maine Line Fence will repair guardrails and add the needed post to make the bridge legal. **Still pending.**
- **Pavement treatment for Outer Lawrence and part of Fickett:** Milling, crack sealing and paving is complete. We are adding gravel to the shoulders, due to the temperatures we can only work part of a day.
- **Poland Range Rd. Multiplate Project:** First week in September waiting on pre cast concrete foundations.
- **Update equipment maintenance spreadsheets, fuel, grease, and gravel logs.**
- **Truck 4 replacement:** Late Fall is the estimate, No change.
- **Libby Road damage at the Scott Dugas pit entrance:** Cold Mix asphalt is sliding due to heavy trucks stopping for at the bottom the hill at the intersection. I had a conversation with Scott and he informed me that the State will be paving from the intersection to the pit entrance. Superior crushing is to repair surface damage at the pit entrance.
- **Paving Mallett Hall parking lot:** All States Material Group is working on the layout. Conduits for generator, electrical phone and cable need to be laid before its paved.
- **Equipment Tires:** I will be contacting BDS tire disposal to remove all old tires not usable due to age and ones discarded roadside. **Still pending.**
- **Poland Range Rd:** We are continuing ditching and culvert replacements and will be adding more gravel.
- **R. W Googins Electric: to address some aging wiring concerns in town garage and sand shed:** Sand Shed wiring was upgraded waiting on the rest of the work to be done. Installed generator conduit and new conduit to sand shed. Once Mallett Hall generator is tied into the town garage the garage generator can be brought to the PCWA pump house.
- **Lower Lawrence and ditching to the North Yarmouth town line:** Is complete we added 228 cubic yards of 3/" crushed gravel to the hill.
- **Roadside Mowing:** Began on 8/16 to 8/26 we will be working 8/20 and 8/21 maximize the use of the rental machine.

- **Begin clean out and organizing of the town garage:** Making room for the Wheel Loader this Winter. The storage container was cleaned out and organized the tent building will be next.
- **Repair washout at 266 Libby Rd.**
- Cut back the corner of Chadsey Rd. and Allen Rd. for visibility.
- **Two-way radios installed:** in the Loader and the one in the excavator was upgraded. Backhoe radio speaker was repaired.
- **Old Cold Patch pile was removed from behind the town garage to install the new conduit to the sand shed.**
- **Clean out entry way of Mallett Hall for the town office staff.**
- **Check roads in heavy rains clear culverts.**
- **Meet with Resident Engineer regarding the 4 way stop in the Center.**
- **Work on updating the Material Safety Data Sheets (MSDS) the Deputy Town Clerk has offered to help me with this project.**
- **Request from Karen Hagar for a Handicap sign on Chadsey Rd.:** As she will be traveling the road in a motorized wheel chair.
- **Request to use the FY 20 carry forward funds \$10,000 to be used to upgrade the electrical wiring in the town garage. This money was set aside for the potential receipt of the Yarmouth modular building that has no future timeline. Funds would be better spent on making the town garage wiring safer.**
- **Used North Yarmouth equipment trailer for employee road test for his class A license.**

**Town Administrator Report**  
**August 23, 2021**

On July 26<sup>th</sup> our network went down and we were unable to load the TRIO software program. ION Networking arrived and replaced the network modem. We were able to open around 10:30 am to serve residents. Our new printer arrived and was installed the same day and has been working well. The speed and functionality have improved our productivity.

On July 27<sup>th</sup> I attended a TRIO training on the Tax Commitment Process. This covered the process of moving the new billing data over and printing the bills. It was extremely informative and helpful. The next day I transferred the new billing data and created the 2022 tax bills. On Thursday we printed the 830 bills. We will be sending them out on August 9<sup>th</sup>. I also worked with Andy Wyatt on posting items to the planning board side of the webpage. This was very helpful as well. We plan to look at the format and ways we can better organize the documents with help and input from the planning board secretary Christine Watson.

Scott Seaver came in on Friday, July 28<sup>th</sup> to work with me on the checkbook reconciliation. I presented him with the gift certificate from Fish Bones from the Select Board.

It was a busy start to August. I just want to take a moment to acknowledge the level of work that our Deputy Clerk, Ginny Giddinge, did during the first week of August. Along with the 3 half days of offsite training, she folded and prepared 830 tax bills for mailing and helped with the 30-day notices preparation all while helping residents at the counter. With her efforts we were able to get these tasks accomplished by the deadlines.

As noted above, most of the week of August 2<sup>nd</sup> was spent folding the tax bills, stuffing in envelopes and stamping postage to get them in the mail on August 9<sup>th</sup>. This was very time consuming and I will look at the cost of out sourcing for next year.

Ginny Giddinge attended the required state training for motor vehicles on August 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. According to the state requirements I do not have to be present when she is doing motor vehicle registrations although her hands on training will continue with my supervision.

August 4<sup>th</sup> I attended a TRIO training on the Lien Process which, again, was extremely helpful and informative. That afternoon we prepared the notices and sent them out. Liens will be placed on September 7<sup>th</sup> for those taxes still unpaid.

We are underway for the November 2<sup>nd</sup> Referendum election. We can now accept applications for absentee ballots. Ballots will be on hand approximately October 1<sup>st</sup>. I have put a post on our website with information and will update as more information becomes available.

The 2022 tax bills went out on August 10<sup>th</sup> and I have put a post on the website about the tax club and how to join.

We got the planning board books updated to include the new ordinance changes voted on at town meeting. New binders are ready for each member.

I worked on the check book reconciliation on August 11 for July and was able to balance the checkbook. I have also been busy preparing for our audit that will be September 9<sup>th</sup>. I've been compiling the documents that were requested and completed the questionnaire. I also worked with our Road Commissioner regarding the worker's comp logs. We are working on getting a training here in Pownal on the topics we need training on including the record keeping.

Tax payments are coming in and August 16<sup>th</sup> was busy processing those transactions. We are making regular deposits to the bank so deposits are not sitting in the office for any length of time.

We took some time to continue with organization in the office and prep work for the upcoming election. I updated our postage meter to a semi-automatic meter for less per month than the current one. I am also working on options for a new phone system, an email blast service and improved banking that could include direct deposit. I'll update as I gather information on these pieces.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator